



Village of Bourbonnais · 600 Main Street NW, Bourbonnais, IL 60914
(815) 937-3570 telephone (815) 937-3467 fax

FREEDOM OF INFORMATION REQUEST

Date of Request: _____

The Freedom of Information Act took effect on July 1, 1984 (5 ILCS 140/1 et seq.) and was substantially amended by PA 96-0542 effective January 1, 2010.

Any records which are the subject of a request under the Freedom of Information Act shall be retrieved from such place as they are stored, by the FOIA Officer, or by an employee of the Village acting under the direction of the FOIA Officer. I hereby request the following public records within five (5) working days. I understand the first 50 pages of black & white copies will be free of charge and thereafter I will pay \$.15¢ per page for any copies. For color copies or abnormal size copies, the public body can charge the actual cost of copying.

I, the undersigned, do hereby request the exact description & title of public records from the Village of Bourbonnais:

Check one: I will pick up my request Mail my request Email Fax

Name / Company: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

For Office Use Only

Request # 20 _____ - _____

Date Request Received: _____, 20____ Time: _____ O'clock _____ .M.

Name: _____ Title: FOIA Officer

Approved Reply Sent: Date: _____, 20____ Time: _____ O'clock _____ .M.

Other, please state reason:

