



Administration Department
 600 Main St. NW
 Bourbonnais, IL 60914
 815-937-3570 • Fax 815-937-3467
bourbonnais@villageofbourbonnais.com
villageofbourbonnais.com

**FREEDOM OF
 INFORMATION
 REQUEST**

Police Department
 700 Main St. NW
 Bourbonnais, IL 60914
 815-802-5330 • Fax 815-933-3318
bourbonnais@villageofbourbonnais.com
villageofbourbonnais.com



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) business days (*non-commercial request*) and twenty-one (21) business days (*commercial request*) after receipt of the request. 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 irregular-sized copies, the public body can charge the actual cost of copying.

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

SELECT ONE: I WILL PICK UP MY REQUEST MAIL MY REQUEST EMAIL FAX

NAME/COMPANY: _____

ADDRESS: _____ *COMMERCIAL REQUEST? YES NO

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____

EMAIL: _____

DO NOT WRITE BELOW LINE (Office Use Only)

Request # 20 ____ - ____ Date Request Received: ____ / ____ / 20____ Time: _____ AM / PM

Received By: _____ Logged In: _____ FOIA Coordinator

Dept. Assigned: _____ Deadline: _____

Reviewed By: _____ Title: FOIA Officer

Reply Sent: Date: ____ / ____ / 20____ Time: _____ AM / PM

Required Signature Upon Pickup: _____ Date: _____

**"Commercial request" means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. (5 ILCS 140/2) (from Ch. 116, par. 202)*