



**VILLAGE OF TOWER LAKES, ILLINOIS
REQUEST FOR INFORMATION OR RECORDS PURSUANT TO THE
STATE OF ILLINOIS'
FREEDOM OF INFORMATION ACT**

DATE OF REQUEST _____

Mail to:

Village of Tower Lakes
FOIA Officer
400 N. IL Route 59
Tower Lakes, IL 60010

Or Fax to: 847-526-0489

Questions, please call 847-526-0488

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

Please indicate one of the following:

- Review in Office
- Copy
- Both

To expedite the search for records, please describe accurately and to the best of your ability what records you are requesting.

For additional information including response timeframe, cost for records or additional instructions, please see the attached form.

FOIA Request Instructions

- A. Submit a FOIA request in-person, by mail or by facsimile. A downloadable form is available on our website at www.villageoftowerlakes.com. Direct your written requests to the FOIA Officer.
- B. The Village will respond to your request within five (5) business days, unless an extension of five (5) additional business days is needed as provided for in the Act or another time period is agreed upon with you in writing.
- C. Identify or otherwise describe in your request the records for which you are seeking to inspect and/or have copied.
- D. State in your request whether you are seeking a certified copy of any of the requested records. The cost for certified records is one dollar (\$1.00) per record.
- E. To the extent you seek to have any records copied without certification, the following charges may be assessed:
 - (i) no charge for the first fifty (50) pages in black and white text of letter or legal size paper and fifteen cents (\$.15) for every page over fifty (50) pages and
 - (ii) actual copying cost of color copies and other sized copies.
- F. If the requested records are kept in an electronic format, you may request that they be produced in an electronic format and, if feasible, the Village will produce them in the requested electronic format. If it is not feasible to produce the requested records in the requested electronic format, you may decide whether to have the Village produce the records in the electronic format in which they are kept or in hard copy format. You will be charged the actual cost of the medium in which the documents are reproduced (i.e., disc, diskette, tape).
- G. The Village will respond to your request within five (5) business days, unless an extension of five (5) additional business days is needed as provided for in the Act.

If you have requested to inspect certain records, a Village representative will be present during the inspection.