

**MAYOR**  
Lawrence M. Hanson

**CLERK**  
Candi L. Rowe



**TRUSTEES**  
Dennis B. Crosby  
Jay Jozwiak  
Scott A. Pierce  
Ted P. Poulos  
George C. Sakas  
Michael W. Wolczyk

**WRITTEN REQUEST**  
**In accordance with the Freedom of Information Act**  
**FOR INSPECTION OR COPYING OF PUBLIC RECORDS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Date of Request: \_\_\_\_\_

Is this request for Commercial Purposes?  Yes  No  
Please check appropriate box

Describe in detail below, the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified.

I hereby request to \_\_\_\_\_ inspect or \_\_\_\_\_ have copies of the following public records.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

## DISPOSITION OF REQUEST FOR INSPECTION OR PHOTOCOPIES OF PUBLIC RECORDS

All documents were made available for inspection or copies were provided thereof to the applicant on \_\_\_\_\_ at \_\_\_\_\_ except as follows:

Which were not provided because they are not public records within the meaning of the Freedom of Information Act and to that extent the request is denied. The applicant was notified of the denial by a letter dated: \_\_\_\_\_

Number of Pages over 50	_____	at \$0.15 each	_____
Number of Certifications	_____	at \$1.00 each	_____
CD	_____	at \$1.00 each	_____
Police Accident Reports	_____	at \$5.00 each	_____
Additional charges (if any)	_____		_____
Total	_____		_____

The **VILLAGE OF ANTIOCH** will respond to this request within five (5) working days from the date received, unless the Village invokes one or more of the seven reasons for an extension of time provided for in Section 3 (d) of the Act.

The following items \_\_\_\_\_ were not provided within the initial five days because:

- \_\_\_\_\_ A. The requested records are stored in whole or in part at other locations than the office having charge of the requested records.
- \_\_\_\_\_ B. The request requires the collection of a substantial number of specified records.
- \_\_\_\_\_ C. The request is couched in categorical terms and requires an extensive search for the records responsive to it.
- \_\_\_\_\_ D. The requested records have not been located in course routine search and additional efforts are being made to locate them.
- \_\_\_\_\_ E. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure or should be revealed only with appropriate deletions.
- \_\_\_\_\_ F. The request for records cannot be complied with by the Village within the time limits prescribed without unduly burdening or interfering with the operations of the Village.
- \_\_\_\_\_ G. There is a need for consultation, which shall be conducted with all practical speed.