

VILLAGE OF GARDNER

302 N. Center St.

PO Box 545

Gardner, IL 60424

☎ 815-237-2592 📠 815-237-0368

**OFFICIAL REQUEST FOR PUBLIC RECORDS UNDER THE ILLINOIS
FREEDOM OF INFORMATION ACT**

Requestor Information: Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Please describe below the public records you are requesting. To expedite the search, please be as specific as possible. You may use the reverse side of this form or attach additional pages if necessary.

The above records are for: ☐ Inspection ☐ Copy ☐ Certification (\$1.00)

[Standard black and white copies will be provided at no charge for the first 50 pages. Requestor will be charge 15¢ per page beyond 50 pages.]

Is this request being made for a commercial purpose? ☐ Yes ☐ No

[It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that intent to the Village. Commercial purpose means the use of any part of a public record or any information derived from a public record in any form for sale, resale or solicitation or advertisement for sales or services]

The Village of Gardner will respond to this request within **5** business days unless one or more reasons for an extension of time as provided for in Section 7 of the Freedom of Information Act is invoked by the Village. If the request is for commercial use, the Village may take up to **21** business days for response.

Signature of person making request: _____ Date: _____

FOR OFFICE USE ONLY

Date/Time of Request: _____	Received By: _____	Due Date: _____
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Documents made available on: _____ Inspection Pickup Mail (Circle One)

Fees Collected: \$ _____ (____ copies) \$ _____ (certification) \$ _____ (other)