



**CITY OF OAKBROOK TERRACE
REQUEST FOR PUBLIC RECORDS**

FROM: _____
Name of Requestor

Street Address

City, State, Zip

Phone Number

Facsimile Number, if any

E-mail Address, if any

TO: FOIA Office
City of Oakbrook Terrace
17W275 Butterfield Road
Oakbrook Terrace Illinois 60181

Pursuant to the provisions of the Illinois Freedom of Information Act, I wish to:

_____ Inspect; or

_____ Receive copies of the following public records presently in the custody of the City of Oakbrook Terrace (the "City"). (Note: There may be a charge for copies provided, in accordance with the schedule of copying charges available from the FOIA Officer).

_____ Paper
_____ Electronic: What format? _____
_____ Certified copies

Description of Records:

Is this request for a commercial purpose? ***(Must be completed for request to be valid. It is a violation of Sec. 3.1 of the Illinois Freedom of Information Act to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the City.)***

- YES
- NO

Are you requesting a fee waiver or reduction? *Note that fee waivers or reductions are only available if a statement is filed with the City stating the purpose of the request and indicating that a waiver or reduction of the fee is in the public interest, that is, that the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public, and is not for the principal purpose of personal or commercial benefit.*

- YES
- NO

I understand that the City must respond to a request made for non-commercial purposes within five (5) business days, unless such time limit is extended for five (5) additional business days for reasons stated in Section 3 of the Act. I also understand that the City will respond to a request made for commercial purposes within twenty-one (21) days after receipt, in accordance with Section 3.1 of the Act. Unless the records are exempt from disclosure, the City will comply a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. I further understand that if this request is denied, I may appeal the denial to the Public Access Counselor – Assistant Attorney General.

Requestor

Date

For use of the FOIA Officer only:

Date Request Was Received: _____

Date Response Is Due: _____

Date Response Was Provided: _____

If Request is Approved Immediately:

Your request dated _____ for the above captioned record(s) has been approved, and a copy is/copies are being provided to you

_____ For a cost of \$ _____

_____ Without cost

FOIA Office

Date

Received on _____ (Date) by _____ (Printed Name).

Signature