

Freedom of Information Act Request Form

Village of Makanda
Village Clerk
P. O. Box 99
Makanda, IL 62958
(618) 457-0360
villageofmakanda.com

Date of Request _____

Requestor's Name _____

Company _____

Address _____

City, State, Zip Code _____

Telephone Number _____

Email Address _____

Please indicate if records will be used for commercial purposes: No____ Yes____

If yes, please explain: _____

I hereby request to (check one or both): Look at _____ Copy_____

The following records which pertain to (be specific):

Requestor's Signature _____

(For Office Use Only)

Date request received _____ By: _____

Submitted to FOIA Officer on _____ By: _____

Due Date: _____

Records made available (Date): _____

Records provided on _____

Request denied, and reason:

Copies made: Yes _____ No _____

Number: _____

Fee Paid: \$ _____

Notes: _____

Instructions for requesting records:

All requests to inspect and/or copy records prepared or maintained by the Village of Makanda shall be made in the following manner:

- All requests shall be in writing, shall include the name and mailing address of the requester and, if the record(s) is/are to be used for commercial purpose, indicate for what purpose they will be used. It shall be the responsibility of the requester to provide Village of Makanda with a correct and complete mailing address so as to efficiently process the requests.
- Written requests shall be directed to Village Clerk Leslie Yambert as Freedom of Information Officer. Written requests may be submitted to the FOI Officer, P.O. Box 99, Makanda, IL 62958 or by email to mayor@villageofmakanda.com.
- Each request shall be granted or denied within five (5) business days after its receipt, except that that the time limit prescribed above may be extended for good cause as provide in the FOIA. The person submitting the request shall be notified in writing of the extension, the reason(s) for the requested and the date on which the requested record(s) will be available.
- In accordance with 5ILCS 140/3.5, the FOIA Officer has determined that there are no records which the Village of Makanda shall be required to immediately disclose upon request. However, nothing prohibits or precludes the FOIA Officer from providing records immediately upon request, if possible.
- Copies of records will be provided in the format specified by the requestor. Charges for copies of records will be imposed in accordance with the following:
 - First 50 black-and-white, letter size pages and/or legal-size pages will be copied and provided free of charge;
 - All letter size and/or legal-size black-and-white copies exceeding the first 50 copies will be provided at a cost of 15 cents per page;
 - All color copies, oversized copies, plats, maps, discs, diskettes, tapes, CDs or DVDs will be provide at the Village's actual cost for reproducing the record.
 - Fees applicable to copies of public records when furnished in a paper format shall not be applicable to those records when furnished in an electronic format.
 - Copies will be certified by the Village Clerk at an additional cost of \$1 per record.
 - Copies of records requested to be mailed will be sent United States Certified Mail, Return Receipt Requested, to the address provided by the requestor. Prepayment of all certified mailings costs shall be required.
 - There will be no charge accessed for search for and/or review of records or other personnel costs associated with the copying of the records. All required fees shall be prepaid.
- If request is denied, the requestor may file an appeal to: Office of the Attorney General Public Access Counselor, 500 South Second Street, Springfield, IL 62706 or publicaccess@atg.state.il.us.