

# Village of Lee Illinois

## FREEDOM OF INFORMATION ACT (FOIA) REQUEST

FOIA requests must be made in writing and can be submitted by mail or email. FOIA requests should be to the attention of:

**FOIA OFFICER: VILLAGE CLERK  
VILLAGE OF LEE  
PO BOX 65  
Lee, IL 60530  
EMAIL: VILLAGEOFLEECLERK@GMAIL.COM**

*\*\*Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.*

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

Requester's Name: \_\_\_\_\_ Organization \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Records Requested: *Please provide as much specific detail as possible so the Village of Lee can identify the information you are seeking. Please attach additional pages if necessary.*

Do you want copies of the documents?  YES or  NO

Electronic Copies  or Paper Copies

Is this request for a Commercial Purpose?  YES or  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 it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).*

Are you requesting a fee waiver?  YES or  NO

*(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).*

*FEES: The FOIA statute sets out a specific schedule for copying fees. For black and white, letter or legal sized copies, the first 50 pages are free, and the charges for additional pages may not exceed .15 cents per page. For color or abnormal sized copies, the municipality may charge the actual cost of copying.*

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### For Village Clerk Use Only

Request Submitted:  In Person

US Mail

Fax

Email

Request Received by: Name\_\_\_\_\_ Date\_\_\_\_\_ Time\_\_\_\_\_

Day/Date Due: \_\_\_\_\_ Date Responded: \_\_\_\_\_

*Under Illinois Statutes, time limits are computed by excluding the first day and including the last day; unless the last day is Saturday, Sunday, or a statutory holiday, in which case the last day is also excluded. 5 ILCS 70/1.11.*