



VILLAGE OF LAKE IN THE HILLS REQUEST FOR PUBLIC RECORDS

INSTRUCTIONS AND INFORMATION

1. In Section 1, describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Please be very specific about the documents that you are requesting.

Please indicate whether you wish to inspect the public records at the Village Hall or if you wish to have them copied or certified by checking the appropriate space to the right of each record described. By submitting this Request Form, you are agreeing to pay to the Village, in advance of receiving copies of any public records, the copying and certification fees set forth below.

CHARGES:

First 50 letter/legal pages (black & white copies): Free

Over 50 letter/legal pages: \$0.15 per page

Color and oversized Copies shall be charged the actual cost of the reproduction

Certification: \$1.00 per document, plus copy costs

Actual Postage Cost for Mailing

Traffic Accident Reports: \$5.00 each (per the Illinois Vehicle Code Section 5/11-416 Furnishing copies - Fees)

If request includes reproduction on electronic media, the actual cost of this media

You further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, you shall pay the actual charges that the Village incurs in connection with such copying services.

2. In Section 2, indicate if this request is for a commercial purpose.
3. You must provide the information requested in Section 3.
4. Indicate whether you are requesting a waiver of the fees outlined above. The principal purpose in making the request must be for the benefit of the general public through the dissemination of information concerning the health, safety, welfare, or legal rights of the general public.
5. You must sign the statement set forth in Section 5.
6. The Village will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for the Requestor to inspect or pick up the copies at the Village Hall and then only upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section 6.

The Village will disclose the public records requested on this Request Form within five Business Days after the receipt of this Request (non-commercial requests only), unless the five-day period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefore. A denial may be appealed to the Public Access Counselor, 500 S. Second St., Springfield, IL 62705. 217-558-0486 within 60 Business Days after the date of the Notice of Denial. All appeals must be in writing. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult the Village of Lake in the Hills Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Officer.

6. **Request for Mail Delivery**

I request that the Village mail to me, at the address set forth in Section 3, copies of all public records responsive to this request. I understand that I will be required to, and do hereby agree to, pay the actual postage for such mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the Village Hall because:

Signature of Requestor

Date

FOR VILLAGE USE ONLY

Received by the Village of Lake in the Hills, McHenry County, Illinois:

Date: _____ Time: _____

Method of Delivery:

___ Personal Delivery during Business Hours ___ Personal Delivery after Business Hours
___ Mail Delivery during Business Hours ___ Mail Delivery after Business Hours
___ Facsimile during Business Hours ___ Facsimile after Business Hours

Village employee receiving request:

Name: _____ Title: _____

Signature: _____ Response Due: _____
(5 Business Days after day of receipt, non-commercial requests only)

Village employee responsible for compiling response:

Name: _____ Title: _____
