



Freedom of Information Act Request for Production of Records

To: Freedom of Information Act Officer
305 S. Ardmore Ave., Villa Park, IL 60181
FAX: (630) 834-0489
PHONE: (630) 834-1164
WEBSITE: www.vppl.info

Date: _____

1. Request for Records: I hereby request the right to inspect or to obtain copies or certified copies of, the following public records of the Villa Park Public Library:

2. Assessment of Fees for Copies

A. Unless a waiver is requested and approved pursuant to Paragraph C of this section, I agree to pay the following fees for all public records copies or certified at my request. I understand that the Freedom of Information Act permits the Library to charge a reasonable copying fee to reproduce these records:

B. The first 50 pages of black and white, letter or legal paper are free of charge. After the first 50 pages, the Library will charge .10 per page. Colored copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction. Cost of electronic records, e.g., disks, drives, etc., will be charged at the actual cost of the recording medium. Certified copies are \$1.00.

C. I request a waiver of the fees set forth above, and certify that I will gain no significant personal or commercial benefit from the public records requested, and that my purpose in making this request is to benefit the general public by disseminating information in the following manner:

Signature of Requestor: _____

Approval: _____

3. Purpose of Request: I am requesting access to these public records for the following purpose:

Research/Personal Information _____ Commercial Use _____

Public Issues _____ Monitor Government _____

Other, please specify _____

4. Identification of Requestor (Please print)

Name _____

Name of person for whom records are being requested (if not Requestor)

Address for Responses, Decisions and Communications:

Street: _____

City/State/ZIP: _____

Phone: _____

5. Signature of Requestor (Required)

Date: _____ Signature: _____

The Villa Park Public Library will comply with this request within 5 working days of the time and date of its receipt unless the period is extended as provided by law or this request is denied. The extension or denial will be sent in writing to the requestor. A denial may be appealed in writing to the Library Board within 14 days of receipt of denial by the requestor. Judicial review under the Freedom of Information Act is available as a final recourse.

For Library Use

Received by the Villa Park Public Library, Villa Park, Illinois

Date: _____ Time: _____ Response Due: _____

Name & Title of Library employee receiving request:

Forward Request to:

Signature: _____ Freedom of Information Act Officer

Number of Pages: _____ Number of Copies: _____

Date Payment Received: _____ Amount of Payment: _____

Remarks:

