



2501 N. Mannheim Road, Franklin Park, IL 60131
Telephone: (847) 455-8616 ♦ Fax: (847) 455-9605

Jamie Losurdo
Township Clerk

Kristina Monaco
FOIA Officer

FREEDOM OF INFORMATION ACT (FOIA)
LEYDEN TOWNSHIP PREFERRED REQUEST FOR PUBLIC RECORD FORM
Freedom of Information Act, Authority: 5 ILCS 140, et seq.
LEYDEN TOWNSHIP DOES NOT HONOR VERBAL FOIA REQUESTS

Requestor's Name: _____

Requestor's Address: _____

Requestor's Phone Number: _____ **Requestor's Fax Number:** _____

Requestor's Email Address: _____

Date of Request: _____, 20____

Response Format:

- Inspect Records at Township Office
- Obtain Hard Copy of Records
- Certification
- Electronic (e.g. CD-Rom)
- Email (e.g. PDF, Excel, Word, etc.)
- U.S.P.S. Standard Mail

Comments: _____

PLEASE ALLOW FIVE (5) BUSINESS DAYS TO PROCESS NONCOMERCIAL REQUESTS

Describe Information Requested: _____

Date(s) of Occurrences: _____

Purpose: Will the information derived from these records be used in any form for sale, resale, or solicitation or advertisement for sales or services? Yes _____ or No _____

The first fifty (50) pages of a black and white, letter and/or legal, document will be free of charge. All subsequent pages will be charged at \$.15 per page. Color copies will be charged at the actual cost of reproducing color copies. A record requiring certification will be charged at \$1.00 per record. Requests for any electronic media versions will be charged at the actual cost of the media itself. All requests shall be made in writing. Deliver to the Town Hall, 2501 Mannheim Road, Franklin Park, IL. 60131, via foia@leydentownship.com or facsimile at (847) 455-9605.

Signature of Person Making Request: _____

For Official Use Only:	2-2-22
Received by: _____	
Date received by Leyden Township: _____, 20____	Response due date: _____, 20____