

OFFICE USE ONLY:
 Date Received: _____
 Response Due: _____
 Holiday Delaying Response: _____
 Extension Requested: _____
 Extension Agreed To: _____
 Date Responded: _____
 *Notes: _____



FREEDOM OF INFORMATION ACT (FOIA)
 Freedom of Information Act, Authority: 5 ILCS 140, et seq.

Return this form to:
Jamie Losurdo, Township Clerk • Kristina Monaco, FOIA Officer
 2501 N. Mannheim Road, Franklin Park, IL 60131
 Telephone: (847) 455-8616 • Fax: (847) 455-8351
foia@leydentownship.com

REQUEST FOR PUBLIC RECORD FORM

*This form was designed to provide helpful guidance on submitting a FOIA request. A FOIA request may be submitted in any written format, such as e-mail, in-person, U.S mail and fax. **Leyden Township does not honor verbal requests.** Note to Requester: Retain a copy of this request for your files. If filing a Request for Review with the PAC you will need a copy of your FOIA request.*

Please print clearly.

Requester's Name: _____

Requester's Street Address: _____

Requester's City, State, Zip Code: _____

Requester's Phone Number (optional): _____

Requester's Email Address (optional): _____

***Describe Records Requested:** Please provide as much detail as possible to help identify the records you are seeking. You may attach additional pages, if needed. *Please note that FOIA Officers cannot answer questions or interpret records.*

Dates of Occurrence, if any: _____

***Commercial Purpose:** 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 it is requested to do so by the public body. 5ILCS 140.3.1(c). **Will the information derived from these records be used in any form for sale, resale, or solicitation or advertisement for sales or services?** Yes No

***Response Format:**

- Inspect Records at Township Office Obtain Copy of Records Certification

***Delivery Format:**

- Email (e.g. PDF, Excel, Word, etc.) Electronic (e.g. CD-Rom, USB Flash Drive, etc.)
 U.S.P.S. Standard Mail Pick-Up at Township Office

Fees: 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. **Fee Waiver:** If you are requesting a waiver of fees for copying records, you must attach a statement of the purpose of the request and whether the principal purpose is to access or disseminate information regarding health, safety and welfare or legal rights of the general public. 5ILCS 140/6(c). **Are you requesting a fee waiver?** Yes No

Signature of Requester: _____ **Date of Request:** _____ **REV12.25**