MAYOR
Dorothy A. Larson

CLERK
Candi L. Rowe

Village of
Antioch
CLOSE TO HOME. CLOSE TO PERFECT.

TRUSTEES
Robert J. Caulfield, Jr.
Lawrence M. Hanson
Robert E. McCarty
Scott A. Pierce
Barbara S. Porch
Mary J. Turner

WRITTEN REQUEST
In accordance with the Freedom of Information Act
FOR INSPECTION OR COPYING OF PUBLIC RECORDS

Name: _____
Address: _____
Phone: ( ) _____
Date of Request: _____

Describe in detail below, the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified.

I hereby request to _____ inspect or _____ have copies of the following public records.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

I further certify under penalty of perjury that this request is not for the purpose of furthering a commercial enterprise.

Signed: _____

874 Main Street | Antioch, IL 60002 | phone: (847) 395-1000 | fax: (847) 395-1920 | www.antioch.il.gov

DISPOSITION OF REQUEST FOR INSPECTION OR PHOTOCOPIES OF PUBLIC RECORDS

All documents were made available for inspection or copies were provided thereof to the applicant on _____ at _____ except as follows:

_____

_____

Which were not provided because they are not public records within the meaning of the Freedom of Information Act and to that extent the request is denied. The applicant was notified of the denial by a letter dated: _____

Number of Pages	_____	at $0.25	_____
Number of Certifications	_____	at $0.50	_____
Additional charges (if any)	_____	at $___	_____

The **VILLAGE OF ANTIOCH** will respond to this request within seven (7) working days from the date received, unless the Village invokes one or more of the seven reasons for an extension of time provided for in Section 3 (d) of the Act.
The following items _____were not provided within the initial seven days because:

_____ A. The requested records are stored in whole or in part at other locations than the office having charge of the requested records.

_____ B. The request requires the collection of a substantial number of specified records.

_____ C. The request is couched in categorical terms and requires an extensive search for the records responsive to it.

_____ D. The requested records have not been located in course routine search and additional efforts are being made to locate them.

_____ E. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure or should be revealed only with appropriate deletions.

_____ F. The request for records cannot be complied with by the Village within the time limits prescribed without unduly burdening or interfering with the operations of the Village.

_____ G. There is a need for consultation, which shall be conducted with all practical speed.

The applicant was notified of the delay in processing by a letter dated: _____