

**REQUEST FOR INFORMATION FROM THE VILLAGE OF MAPLETON UNDER
THE FREEDOM OF INFORMATION ACT**

Name (please print): _____

Street Address: _____

City/State/Zip: _____

Home Phone: _____ Work Phone: _____

Do you want your response by e-mail? Yes No **E-mailAddress** _____

I hereby request to inspect/copy the following records: Circle whichever choice is appropriate. (List records sought to be inspected)

Is this a request for Commercial Purposes. Yes No (Commercial Purpose means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sale or services). For purposes of definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for the commercial purpose when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events; (ii) for articles of opinion or features of interest to the public, (iii) for the purpose of academic, scientific, or public research or education.

The period for which records are sought from: _____ until _____

Signature of individual making request: _____

I hereby verify that I received on the date so noted those records requested which are available for inspection under the Illinois Freedom of Information Act.

Signature: _____ Date: _____

— COST FOR RECORDS - \$0.15 PER PAGE AFTER THE FIRST 50 PAGES* —

Notification to pick up request was made on _____ at _____ a.m./p.m.

Records were picked up by person making request faxed emailed

The following record(s) were provided: _____

The reason for not providing the above requested record(s) or portion of record(s) was:

Records have been destroyed, per our records management procedures

Date and time presented: _____ AM/PM

Signature of person providing records: _____

* Cost is for black and white copies in letter or legal size only. There are additional costs for color or paper size other than letter or legal.