

VILLAGE OF ALSIP

NOTICE OF PROCEDURE FOR REQUESTING RECORDS

Requests for public records must be in writing and may be submitted on *FOIA Form 3*, available at:

Village of Alsip

Clerk's Office

4500 W. 123rd Street

Alsip, IL 60803

www.villageofalsip.org

Requests for records should be directed to:

Freedom of Information Officer, Renee N. Harding

c/o Clerks Office

4500 W. 123rd Street

Alsip, IL 60803

708.385.6902 (X319)

foia@villageofalsip.org

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15¢ per page. Actual cost will be charged for other documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD). There is a fee of \$1.00 for certification of copies. The Village may waive or reduce fees if the person requesting the records states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.

VILLAGE OF ALSIP

REQUEST TO INSPECT AND/OR COPY RECORDS

Date: _____

To: Freedom of Information Officer/ Renee N. Harding
c/o Clerk's Office
4500 W. 123rd Street
Alsip, IL 60803
708.385.6902 (X319)
foia@villageofalsip.org

I hereby request to inspect copy * the following records:

(Please describe requested records as specifically as possible, attaching additional page if necessary.)

There is no copying fee for the first 50 black and white standard-sized copies. The fee for additional copies is 15¢ per page. Actual cost will be charged for copies of documents not of standard size, and for the recording medium (e.g, compact disk, tape, DVD), when applicable. There is a \$1.00 fee for certification of copies.

Is this request for a commercial purpose? Yes No

Are you requesting a waiver or reduction of copying fees? Yes No

If yes, what is the purpose of this request? _____

Requester's (Printed) Name

Requester's Signature

Address: _____

Phone Number _____

Name of Business _____

DO NOT WRITE IN THIS SPACE

DATE RECEIVED BY VILLAGE OF ALSIP

BY _____

RESPONSE DUE _____

NOTIFIED BY PHONE _____ MAIL _____

DATE ____/____/____

Village of Alsip

Directory of FOIA Officers

Effective May 11, 2021

Renee N. Harding - Village Clerk