



VILLAGE OF METAMORA

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Freedom of Information Request

This request is made under the *Illinois Freedom of Information Act, Ch. 116. Sec. 201-211.*

To: _____ Date: ____/____/____

Office: _____ Address: _____

You are requested to make available to me the following records: _____

I request: ☐ Inspection ☐ Copying ☐ Certified Copies

Public Benefit: Documents may be furnished without charge or at a reduced charge when the Chief of Police determines under *sec. 206(b)* that waiver or reduction of the fee is in the public interest because furnishing Information can be considered a primarily benefiting the general public.

Fee: ☐ Waived ☐ Reduced _____ ☐ Actual Cost \$ _____

Signature of Requestor: _____ Printed Name: _____

Representing: _____ Phone: () _____

Address, City, State and Zip _____

Email address if requesting video: _____

Signature (Person receiving request): _____ Title: _____

Time request taken: _____ hrs. Date ____/____/____

This office intends to respond to a request within 7 working days after its receipt, unless extended for 7 additional working days under Sec. 203(d) or unless exempt under Sec. 207.

FOR OFFICIAL USE ONLY:

Response:	<input type="checkbox"/> Compliance	<input type="checkbox"/> Exempt, in Part	<input type="checkbox"/> Exempt
Records Available:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copies made:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Records Inspected:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certified:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fee:	<input type="checkbox"/> Waived <input type="checkbox"/> Paid sum shown above		

Signed _____ Date ____/____/____