



The Village of Kildeer

Request For Inspection or Photocopying of Public Records

Date _____

Time _____

I hereby request to inspect or have photocopied the following public records:

Inspected _____ Copied _____ (.25 per copy)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

I certify under penalty of perjury that this request is not for the purpose of furthering a commercial enterprise, and that the information received will not be utilized for furthering a commercial enterprise.

Signed _____

Name _____

Address _____

Phone _____

DISPOSITION OF REQUEST FOR INSPECTION
OR PHOTOCOPIES OF PUBLIC RECORDS

A. All documents were make available for inspection or copies were provided thereof to the applicant on _____, 20____, at _____ M., except as follows:

Items: _____, _____, _____, _____, _____, and _____, 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.

# of pages _____ at \$.25	= _____
# of certifications _____ at \$.50	= _____
Time required to file request _____ hour(s) at \$15.00 per hr. (for documents prior to July 1, 1984)	= _____
Additional charges, if any	= _____
TOTAL _____	

B. Delayed

Items Nos. _____, _____, _____, _____, and _____ were not provided within the initial seven working day time frame 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 the course of 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 so notified of the delay on _____, 20_____.

Signed _____

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