

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

Clerks Office

4500 W. 123rd Street

Alsip, IL 60803

www.villageofalsip.org

Requests for records should be directed to:

Freedom of Information Officer, Sharon McDowell

c/o Clerks Office

4500 W. 123rd Street

Alsip, IL 60803

708.385.6902 (X313)

smcdowell@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). 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/ Sharon McDowell

c/o Clerk's Office

4500 W. 123rd Street

Alsip, IL 60803

708.385.6902 (X313)

smcdowell@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.

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? _____

DO NOT WRITE IN THIS SPACE

DATE RECEIVED BY VILLAGE OF ALSIP
BY _____
RESPONSE DUE _____
NOTIFIED BY PHONE _____ MAIL _____
DATE ____/____/____

Requester's (Printed) Name

Requester's Signature

Address: _____

Phone Number: _____

Village of Alsip

Directory of FOIA Officers

Effective January 1, 2010

Deborah Venhuizen - Village Clerk

Sharon McDowell – Deputy Village Clerk

Susan Bruesch -Administrative Designee