

VILLAGE OF FRANKFORT
FREEDOM OF INFORMATION ACT REQUEST FORM

So the Village of Frankfort knows exactly the public records you are requesting and can timely act to process your request in conformance with the Freedom of Information Act ("Act") (5 ILCS 140/1 et. seq.) please complete the following:

- I. Date: _____
- II. Contact Information: Name: _____ Address: _____
Village/City _____ State/ZIP: _____
Email: _____ Telephone: _____
- III. State the specific public records you are requesting:

- IV. Would you like to inspect the public records or have the public records copied? Please check as appropriate
 I would like to inspect the public record. I would like a copy of the public record.
_____ Paper or _____ Electronic (Format _____)
- V. The Freedom of Information Act allows a public body to determine if public records are requested for a commercial purpose. Section 2(c-10) of the Act defines commercial purpose:

"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 sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "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, or (iii) for the purpose of academic, scientific, or public research or education. (5 ILCS 140/2 (c-10))
- Is your request for public records for a commercial purpose? Yes No
- VI. Are you requesting the documents be furnished to you without charge or a reduced charge from the Village of Frankfort?
 Yes No
- If you are requesting the documents without charge or at a reduced charge please explain what you specifically are requesting regarding charges and why it is appropriate as provided under 6(c) of the Act (5 ILCS 140/6(c)).

- VII. For your convenience, a copy of the Freedom of Information Act is available for your inspection during normal business hours at the Village of Frankfort, Administrative Building, 423 W. Nebraska St., Frankfort, IL 60423 or Village of Frankfort, Police Department , 20602 Lincoln Way Lane, Frankfort, IL 60423.

Signature of Requestor

FOR VILLAGE USE ONLY:

Received by Frankfort this ___ day of _____, 201___, by: ___email ___US Mail ___Fax ___Hand Delivery
Date Response due from Village: _____ [insert date] ___ Notice of Extension New due date: _____
Date action taken on this request: _____
Action: (Check one)
 Documents provided with notice. Documents provided as redacted/exempted with notice.
 Request denied with notice.

By: _____
Village of Frankfort - FOIA Officer