

# VILLAGE OF DEER PARK, ILLINOIS

## FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS

To: Village of Deer Park  
Freedom of Information Officer  
23680 W. Cuba Road  
Deer Park, IL 60010

From: \_\_\_\_\_  
Name \_\_\_\_\_  
Company/ Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_

Description of record(s) requested (try to be as specific as possible, incl. approximate date range, record type, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you asking for these records for commercial purposes?  Yes  No

Please indicate the format in which you would like the Village to respond:

I will inspect these records at the Village Hall, at the above address during the regular Village Hall hours (posted on [www.villageofdeerpark.com](http://www.villageofdeerpark.com)), after you notify me that they are ready for inspection.

I request electronic copies be sent to the email address above if possible or to receive an e-mail link to the records if available on the internet.

I request hard copies of these records. I agree to pay the fees (if any) for copies and/or any other costs or charges associated with this request, as set by the fee schedule below, prior to receiving the copies.

I will pick them up at the Village Hall.  Mail them to the above address.

I request certification of the copies provided. I agree to pay \$1.00 for each document certified, which is in addition to duplication fees (if any).

\_\_\_\_\_  
Signature of Requester

**For Office Use Only:**

Date written request received: \_\_\_\_\_, By: \_\_\_\_\_

1<sup>st</sup> written response due date: \_\_\_\_\_, Nature of 1<sup>st</sup> response:  Notification of 5 day extension

Notification of date when records will be available (Commercial only)  Notification of fees due/ documents ready date

Delivery of requested records  Notification of denial

If additional extension agreed in writing, new due date is: \_\_\_\_\_ (attach correspondence)

Fees: \$ \_\_\_\_\_, Date paid: \_\_\_\_\_

Record delivery date/ denial date: \_\_\_\_\_,  Viewed,  Picked up,  Mailed,  E-mailed,  Denial notice sent

Reason for denial \_\_\_\_\_

FOIA Officer: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

**VILLAGE OF DEER PARK**

**FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS**

Digital Copies delivered via e-mail or internet	No Charge
<b>Black &amp; White Copies:</b>	
8.5" x 11" or Legal size, first 50 pages	No Charge
8.5" x 11" or Legal size, each additional page	\$0.15/ page
11" x 17"	\$0.15/ page
<b>Color Copies:</b>	
8.5" x 11" or Legal size	At cost for commercial reproduction
11" x 17"	At cost for commercial reproduction
<b>Black &amp; White or Color Copies over 11"x17":</b>	
Digital Copies of documents or photographs on CD/DVD	At per disc cost of purchasing the disc
Photograph prints	At cost for commercial reproduction
Digital Storage Devices other than CD/DVD	At cost for purchase
<b>Certification of a document</b>	
Certification of a document	\$1.00 per certification
Hourly cost for personnel in searching for or retrieving a requested record (only relative to requests made for a commercial purpose)	Ten dollars (\$10.00) per hour for each hour after the first eight (8) hours spent
Cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company (only relative to requests made for a commercial purpose)	Actual cost

This fee schedule is intended to be compliant with applicable State of Illinois Freedom of Information Act provisions.

If applicable, Requester will be notified of the total fees pertaining to their request. Requester will be notified if any records requested have to be sent out for commercial reproduction/printing and the estimated timing and price.