

**FOIA - Form D**

**MUNICIPAL RECORDS DIRECTORY  
Village of Northfield**

Any person requesting records of the Village of Northfield may make such a request by writing, faxing or emailing a written request to the appropriate FOIA Coordinator or to the Village Clerk's office located at 361 Happ Road, Northfield, IL 60093. Such request should be addressed to the FOIA Coordinator for the specific Department where the records would be located or to Stacy Alberts Sigman, Village Clerk and FOIA Officer, Steve Noble, Deputy Village Clerk and Deputy FOIA Officer, or Linda Gittel, FOIA Coordinator for Administration. Your written request must specify if the records requested are to be personally inspected or copied. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The fees for any such records, if the person requesting them wants them to be copied, are as follows:

<b>No Charge</b>	<b>First 50 pages (black and white, letter or legal size copies).</b>
<b>\$0.15/per page</b>	<b>Additional pages over 50 (black and white, letter or legal).</b>
<b>Actual Cost</b>	<b>Electronic records will be formatted subject to reimbursement for costs of recording medium.</b>
<b>Actual Cost</b>	<b>Color copies or copies in a size other than letter or legal.</b>
<b>\$1.00</b>	<b>Costs of certifying a record.</b>
<b>\$5.00</b>	<b>Accident Reports/each (per State Statute)</b>

Records may be furnished without charge or at a reduced charge, as determined by the Village, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.