

VILLAGE OF NORTHFIELD
PUBLIC RECORD REQUEST FORM

Phone: (847) 446-9200

Fax: (847) 446-4670

REQUESTER: _____
(print) Name Address

City State Zip Code () Telephone #

Signature of Requestor: _____

Public Record Requested (describe as specifically as possible): _____

_____ For Copy []
For Inspection []

ACTUAL RECEIPT: time and date: _____ Received by: _____
how received: mail/personal/fax/other: _____

OFFICIAL RECEIPT: time and date: _____ Received by: _____

REQUESTER RECEIPT: time and date: _____ Signature: _____

ACCESS: Approved: _____ Authorized by: _____
Method: copy/inspection/mail/personal/fax/other: _____
[] Name of Monitor (if applicable): _____ Mailed by: _____
Certification of Mailing: time and date: _____ Mailed by: _____
U.S. Mailbox at 1787 Orchard Lane, Northfield, Illinois 60093

EXTENSION: Authorized: time and date: _____ Authorized by: _____
Reason: _____ (name and title)

[] _____
Requester notified: time and date: _____ Notified by: _____
Method: in person/mailling/other _____ Extended date/time _____
Certification of Mailing: time and date _____ Mailed by: _____
U.S. Mailbox at 1787 Orchard Lane, Northfield, Illinois 60093

DENIAL: Denied by: _____
(name and title)

[] _____
Reason: Section _____ F.O.I.A. to wit: _____

Certification of Mailing: time and date (**with letter**): _____ Mailed by: _____
U.S. Mailbox at 1787 Orchard Lane, Northfield, Illinois 60093

APPEAL: YOU MAY APPEAL A DENIAL OF A REQUEST TO THE VILLAGE MANAGER BY
INITIALING THIS LINE time and date: _____
[] Appeal Request Received: date/time _____ by _____
REQUEST APPROVED: ___ REQUEST DENIED: ___ BY: _____
Village Manager

REASON: _____

Certification of Mailing: time and date: _____ Mailed by: _____
U.S. Mailbox at 1787 Orchard Lane, Northfield, Illinois 60093

APPEAL TO CIRCUIT COURT: If appeal to Village Manager is unsuccessful, the Requester has a right to appeal to the Circuit Court of Cook County.

PUBLIC RECORD REQUEST

Public Record Requests must be made in writing by the individual making the request, preferably on the Village of Northfield FOIA form: PUBLIC RECORD REQUEST. A request filed on 8-1/2 x 11 inch paper may be accepted in lieu of the Public Record Request Form if it is legible and contains the following information: requester's printed name/address/telephone number, signature of requester, and a definitive description of the public record requested, including whether the request is for a copy or inspection. Please be advised that only the individual making the request will be allowed to view the information requested.

Requests should be directed to the PUBLIC INFORMATION DIRECTOR. Police records may be requested at the Northfield Police Department, 350 Walnut Avenue, Northfield, Illinois 60093. All other requests should be directed to the Village of Northfield, Village Hall, 361 Happ Road, Northfield, Illinois 60093.

Records will be officially received and stamped as such between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday, excluding municipal holidays.

The Public Record Request Form is available at the Northfield Police Department and the Village of Northfield, Village Hall, during normal working hours.

The Freedom of Information Act provides that a public body has seven (7) working days in which to answer a request, unless an extension of seven (7) additional working days is required. We will attempt to honor all requests with a minimum of delay. Denials will be mailed in writing and the appeal process will be provided on the written denial notice. Copies of the Freedom of Information Act, as amended, are available upon request from the PUBLIC INFORMATION DIRECTOR.

There is no cost for inspection of documents (an additional fee may be charged for retrieval of documents prior to July 1, 1984). However, inspection requires that a Village of Northfield employee be assigned to be present as a monitor to maintain the integrity of its records. Inspection is limited to the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday, excluding municipal holidays, unless specifically authorized by the PUBLIC INFORMATION DIRECTOR. The department reserves the right to reasonably limit the amount of time available for inspection.

If others, or your representatives are to be sent in your place, prior approval by the Village of Northfield must be granted before the set appointment. Otherwise, anyone other than yourself will be denied access.

Records will be certified as true and accurate, if requested.

Repeated requests for the same public records by the same person shall be deemed unduly burdensome and may be denied for this reason.

FEES:	1) Per page to copy 8-1/2" x 11" written documents.	\$0.25
	2) Photographs will be provided at actual cost in a reasonable time.	
	3) An additional fee may be charged for retrieval of documents prior to July 1, 1984.	
	4) Meeting tape copies.	\$10.00
	5) Oversize plan copy per sheet.	\$8.00