

**VILLAGE OF WAYNE
REQUEST FOR PUBLIC RECORDS**

FROM: _____ Name of Requestor _____ Street Address _____ Village, State, Zip _____ Phone Number _____ Facsimile Number, if any _____ E-mail Address, if any _____	TO: FOIA Officer Village of Wayne 5N430 Railroad Street P.O. Box 532 Wayne, Illinois 60184
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Pursuant to the provisions of the Illinois Freedom of Information Act, I wish to:

_____ Inspect, or

_____ Receive copies of the following public records presently in the custody of the Village of Wayne (the "Village"). (Note: There may be a charge for copies provided, in accordance with the schedule of copying charges available from the FOI Officer).

Description of Records:

Is this request for a commercial purpose? **(Must be completed for request to be valid)**

- ☐ YES
☐ NO

It is a violation of Sec. 3.1 of the Illinois Freedom of Information Act to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the Village.

I understand that the Village must respond to a request made for non-commercial purposes within five (5) business days, unless such time limit is extended for five (5) additional business days for reasons stated in Section 3 of the Act. I also understand that the Village will respond to a request made for commercial purposes within twenty-one (21) days after receipt, in accordance with Section 3.1 of the Act. Unless the records are exempt from disclosure, the Village will comply a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. I further understand that if this request is denied, I may appeal the denial to the Public Access Counselor – Assistant Attorney General.

Requestor

Date

For use of FOIA Officers only:

Date Request Was Received: _____

Date Response Is Due: _____

Date Response Was Sent: _____