



# Village of Rochester

Incorporated in 1869

#1 Community Drive  
Rochester, Illinois 62563

## FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR INSPECTION AND/OR COPIES OF PUBLIC RECORDS

*Please print or type the following:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Pursuant to the provisions of the Illinois Freedom of Information Act, I hereby request to inspect and/or receive a copy of the following records. Provide as much specific detail as possible about the records that you are requesting. You may attach additional pages.

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Check all that apply:

- I will inspect the above records at the Village Hall
- I request photocopies of the above records
- I request the copies of the records in electronic format:

The Village of Rochester has five (5) working days to respond after the receipt of the request for public records, except when time is extended pursuant to the provisions of the Freedom of Information Act.

### Office Use Only

Date request received: \_\_\_\_\_ Date response due: \_\_\_\_\_

Date of compliance with request: \_\_\_\_\_ Date of time extension agreement: \_\_\_\_\_

Number of pages received: \_\_\_\_\_ Fee charged: \_\_\_\_\_

Information supplied by: \_\_\_\_\_

Other: \_\_\_\_\_