



Village of Rochester

Incorporated in 1869

Submit to:
#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.

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: _____