

CITY OF CALUMET CITY

**FREEDOM OF INFORMATION REQUEST
FOR PUBLIC RECORDS**

All requests must be made to the Office of City Clerk

REQUEST MADE BY:

DATE: _____ **2009**

NAME: _____

ADDRESS: _____

PHONE: _____

The Illinois Freedom of Information Act guarantees the right by statute of any person to inspect and copy certain public records. 5 ILCS 140/1-7 et seq requires that written requests for public records made in a timely fashion and requested by the proper party permits an inspection and/or a copy of such records. The public body may charge a reasonable copying cost and upon request, such public records may be certified by the Clerk of the public body. The Act further provides that the information requested will be provided within seven business days unless the public body determines the need for an extension of time. 5 ILCS 140/7 provides several pages of exceptions to the Act. In order to determine whether or not the information requested is appropriate under the statute and/or whether or not one the exceptions applies, please describe in detail the public records that you are requesting and state whether you desire to inspect or cop such records. It would be very helpful (but not required) if you could state the specific reason you are requesting the records. For example, information which would reveal the identity of persons who filed complaints with or provide information to administrative, investigative, law enforcement or penal agencies is specifically exempted. Unless you help us by stating the specific reason you are requesting to view or copy such records, prompt response to your request may be delayed. Requests are forwarded to the City Attorney for review if needed, and then to the appropriate department to respond.

I hereby certify and will upon request swear and affirm that any purpose that I have agrees to state herein (voluntarily given) is the only purpose for which the documents are being requested.

FOR OFFICE USE ONLY:

Signature

Person receiving: _____

Date referred: _____

Department referred to: _____