

**REQUEST FOR INFORMATION
VILLAGE OF ROANOKE
UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT**

Name (please print) _____

Street Address _____

City/State/Zip _____

Phone: (home) _____ (work) _____

I hereby request to inspect the following records: List records sought to be inspected

Month, day, date, year, time records requested: _____

Signature of individual making request: _____

I hereby verify that I received on the date so noted those records requested which are available for inspection under the Illinois Freedom of Information Act.

Signature _____ Date _____

FOR OFFICE USE ONLY

The records so requested have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act.

Except for the following records: _____

Reason access was denied to above listed records (list names and titles of all persons authorizing denial and specify exact section of the Illinois FOIA which applies): _____

Signature, Title, and Department of employee reviewing records:

_____ Date _____

Of the records requested, copies were provided of the following: _____

The records so requested were presented to such individual for inspection at:

_____ on the _____ day of _____, _____
Time Date Month Year

Signature, Title, and Department of employee presenting records for inspection:

_____ Fee Collected _____