

Village of Elk Grove Village  
 Office of the Village Clerk  
 901 Wellington Avenue  
 Elk Grove Village, IL 60007  
 Ph. 847/357-4042 Fax 847/357-4008



(Office Use Only)
Request No. _____
Date Received _____
Due Date _____
Routed to: Eng/CD <input type="checkbox"/> Finance <input type="checkbox"/> Health <input type="checkbox"/> HR <input type="checkbox"/>
PW <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> VMO <input type="checkbox"/> Attorney <input type="checkbox"/> VCO <input type="checkbox"/>

**REQUEST FOR PRODUCTION OF RECORDS**

All requests for public records must be made in writing, preferably upon a Village of Elk Grove Freedom of Information Request Form. The Village will accept any legible written request, provided that such written request is clearly stated and contains the name, address and telephone number of the requestor. Requests may be hand-delivered, faxed, mailed or emailed (foia@elkgrove.org).

Requestor Name: \_\_\_\_\_  
 (Please Print)

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

Phone (Day time): \_\_\_\_\_ Fax: \_\_\_\_\_

Detailed Description of Requested Record(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this information going to be used for commercial purposes? Yes  No

In accordance with the law, the Village of Elk Grove Village will respond to all non-commercial requests upon five (5) working days of receipt. Responses to commercial requests will be provided upon twenty-one (21) working days of receipt. (Working day as defined by Village Resolution No. 63-09.)

<b><i>I have received access to records requested.</i></b>	
_____	_____
Signature	Date

**ACTION TAKEN BY VILLAGE WITH REGARDS TO THIS REQUEST**

- Complied with Request
- Extension of time is required (Please see the attached letter of explanation)
- Sent to Public Access Counselor for review Date sent: \_\_\_/\_\_\_/\_\_\_
- Partial Compliance (Certain material contained in the original request has been redacted or omitted because the material is exempt from disclosure under the act. Please see the attached letter of explanation)
- Request Denied (Please see the attached letter of explanation)

Representative of Village who is responsible for decision relative to this request Title Date

First fifty (50) pages of standard black & white copies are provided at no charge.		
Black & White copies after first 50 pages	\$0.15/page	
Audio Tape/Compact Disk/DVD	\$5.00/unit	
Copy from Microfilm	\$1.00/page	
Certification	\$1.00/document	
Accident Reports	\$5.00/report	
		Amount Due \$ _____

**FREEDOM OF INFORMATION POLICY  
VILLAGE OF ELK GROVE VILLAGE**

Requests for the inspection and copying of non-exempt public records pursuant to FOIA may be made in person at the Village Clerk's Office, Charles J. Zettek Municipal Building, 901 Wellington Avenue, Mondays through Fridays, between the hours of 8:30 a.m. and 5:00 p.m., except on holidays.

The Village of Elk Grove Village shall also accept FOIA requests received via facsimile, electronic mail and through the United States mail. The Village is only responsible for responding to requests that it actually receives and is not responsible for transmission or delivery errors for FOIA requests that are submitted through these alternative means. Any requests received by the Village after normal business hours shall be considered received on the following business day.

All requests for public records must be made in writing, preferably upon a Village of Elk Grove Freedom of Information Request Form. If a requesting party is unable to obtain one of these forms, the Village will accept any legible written request, provided that such written request is clearly and concisely stated and contains the name, address and telephone number of the requestor.

To ensure that each FOIA request is acted upon in a complete and timely fashion, the requestor should ensure that the public record being sought is clearly identified in his/her request. Requestors should provide as much known information about the requested record as possible (e.g. type of record, approximate date of record, department where record may be located, etc.). The request should indicate whether the records are to be inspected, copied, and/or certified. The Village of Elk Grove Village is not obligated to respond to requests that are overly broad or that would place an undue burden upon its operations; nor is the Village obligated to interpret or advise requestors as to the meaning or significance of public records that may be provided.

If the request is being made for a commercial purpose, the requestor must disclose that fact to the Village at the time the request is made. It is a violation of the Act to knowingly obtain a public record for a commercial purpose without such disclosure.

**JUDITH M. KEEGAN, VILLAGE CLERK**  
**Ph 847/357-4040, Fax 847/357-4008, Web site: [www.egv.illinois.gov](http://www.egv.illinois.gov)\***