

**Request for Information  
From the Village of Sauk Village, Illinois  
Under the Illinois Freedom of Information Act**

Name (please print): \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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: \_\_\_\_\_



**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: \$ \_\_\_\_\_