



VILLAGE OF METAMORA

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METAMORA, ILLINOIS 61548
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Freedom of Information Request

This request is made under the *Illinois Freedom of Information Act, Ch. 116. Sec. 201-211.*

To: _____ Date: ____/____/____

Office: _____ Address: _____

You are requested to make available to me the following records: _____

I request: Inspection Copying Certified Copies

Public Benefit: Documents may be furnished without charge or at a reduced charge when the Chief of Police determines under *sec. 206(b)* that waiver or reduction of the fee is in the public interest because furnishing information can be considered a primarily benefiting the general public.

Fee: Waived Reduced _____ Actual Cost \$ _____

Signature of Requestor: _____ Printed Name: _____

Representing: _____ Phone: () _____

Address, City, State and Zip _____

Signature (Person receiving request) _____ Title: _____

Time request taken: _____ hrs. Date ____/____/____

This office intends to respond to a request within 7 working days after its receipt, unless extended for 7 additional working days under Sec. 203(d) or unless exempt under Sec. 207.

FOR OFFICIAL USE ONLY:

Response: Compliance Exempt, in Part Exempt
Records Available: Yes No Copies made: Yes No
Records Inspected: Yes No Certified: Yes No
Fee: Waived Paid sum shown above

Signed _____ Date ____/____/____