



FREEDOM OF INFORMATION ACT REQUEST FORM

Village of New Lenox
1 Veterans Parkway
New Lenox, IL 60451
815-462-6400
815-462-6449(fax)
www.newlenox.net

NEW LENOX

CONTACT INFORMATION

Name _____

Address _____

City _____

State _____

Zip Code _____

email _____

Phone Number _____

INFORMATION REQUESTED

Date(s) of record(s) or document(s) sought:

Department, Board or Commission from which the record(s) are sought.

Describe as specifically as possible the record(s) or document(s) sought:

Is your request for public record(s) for a commercial purpose? Yes No

The Freedom of Information Act allows a public body to determine if public records are requested for a commercial purpose. Section 2(c-10) of the Act defines commercial purpose:

“Commercial purpose” means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a “commercial purpose” when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. (5 ILCS 140/2 (c-10))

How do you wish to view the records?

In Person Paper Copy Electronic Format

Signature of Requestor

Date of Request

A fee to cover the cost of copying records, but not to include the cost of an employee's time to research and copy the records, will be charged at the following rates: The first 50 pages of black and white 8 ½ x 11, 8 ½ x 14 size paper are free; documents over 50 pages are 15 cents per page. Pages larger than 11 x 17 are \$3.00 per page. CDs and DVDs are \$2.00. Certified copies are an additional \$1.00 per document. Printed photographs are \$1.00 each.

Date Received

Date Response Due