

# Town of Cortland

59 S. Somonauk Rd.  
P.O. Box 519  
Cortland, IL 60112-0519

**Town Hall:**  
Administration Office 815/756-9041  
Town Clerk's Office 815/756-3030  
Facsimile 815/756-4583



**Operations & Maintenance:**

Town Garage 815/756-6469

**Police Department:**

Non-Emergency 815/756-2558  
Facsimile 815/787-2015

**Water/Wastewater:**

Office 815/756-9684  
Emergencies 815/756-1910  
Facsimile 815/756-1543

## REQUEST FOR PUBLIC RECORDS

NAME:

ADDRESS:

Address

City/State/Zip Code

PHONE #: (            )

Area Code

Phone Number

EMAIL:

I, the undersigned, do hereby request to examine those records maintained by the Town of Cortland, which pertain to:

(Please specify department and records sought.)

I have read and understand the fees set forth in the "Schedule of Duplication." I also understand that all fees must be pre-paid.

Date Requested:

Submitted via:

Email

US Mail

Fax

In- Person

Do you want paper copies of the documents?

Yes

No

If you want electronic copies, in what format?

Is this request for Commercial Purposes?

Yes

No

*(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1 (c))*

Are you requesting a fee waiver?  Yes  No

*(If you are requesting that the public body waive fees for copying documents, you must attach a statement of the purpose for the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c))*

### SCHEDULE OF DUPLICATION:

**FOIA COPIES:**

No charge for the first fifty (50) pages; the fee for black and white, letter or legal sized copies shall not exceed 15¢ (fifteen cents) per page.

**Send all FOIA Requests To:**

Town Clerk  
Town of Cortland  
59 S. Somonauk Rd.  
P.O. Box 519  
Cortland, IL 60112-0519  
or to: townclerk@cortlandil.org

Received:

Initials:

Time:

Date Due:

Extension:

To PAC:

From PAC:

Completed Date:

Sent to Requester Via:

Completed By:

**OR, Picked up by:**

Signature

Date