

TOWN OF CORTLAND
REQUEST FOR PUBLIC RECORDS



Send FOIA Requests to:
 Cheryl Aldis, FOIA Officer
 Town of Cortland
 59 S. Somonauk Rd, P.O. Box 519
 Cortland, IL 60112-0519
 Phone: (815) 756-3030 ♦ Fax: (815) 756-4583
 ♦ Email foia@cortlandil.org

Please Print or Type (incomplete forms will be returned to the requester)

NAME: _____

ADDRESS: _____
Address City/State/Zip Code

PHONE (including Area Code) #: _____

EMAIL: _____

Submitted via: Email US Mail Fax In- Person Phone call Oral Request Other _____

How would you like these records? Examine Only Paper copies Electronic copies

How would you like to receive the records:

Emailed to me at the email address listed above.

Mailed to me at the address above.

I will pick up the records.

I, the undersigned, do hereby request those records maintained by the Town of Cortland, which pertain to (please specify department and records sought):

SCHEDULE OF DUPLICATION:

Black and white copies (letter or legal size) No charge for the 1st 50 pages; \$0.15 per page thereafter. Certification: \$1.00 each; Mailing: Cost of postage

The Town of Cortland will respond to every request within five (5) business days from the date of request unless the Town requires an extension pursuant to Section 3(e) of the Act. If an extension is requested or a request is denied, the Town will notify the requester in writing stating the specific reason or reasons for the extension or denial.

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

Submitted by:

Printed Name Signature Date

Is this request for Commercial Purposes (5 ILCS 140/3.1(c))? Yes No

(c) It is a violation of this 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.

Are you requesting a fee waiver (5 ILCS 140/6 (c)) Yes No

(c) Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. For purposes of this subsection, "commercial benefit" shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public. In setting the amount of the waiver or reduction, the public body may take into consideration the amount of materials requested and the cost of copying them.

FOR OFFICE USE ONLY

Received date:	Received by:	
Time received:	Date Due:	Extension Date:
To PAC:	From PAC:	
Completed Date:	Completed by:	
Sent to Requester Via:	Date sent to requester:	

The requestor shall sign when documents are picked up:

Printed Name Signature Date

FREEDOM OF INFORMATION ACT (FOIA) REQUEST

5 ILCS 140/1 *et. seq.*

FOIA requests are provided pursuant to Section 4(b) of the Illinois Freedom of Information Act, 5 ILCS 140/4(b).

All requests to inspect, copy or certify public records of the Town of Cortland can be submitted via written means, faxed, emailed, or submitted in person. The Town encourages requesters to submit their requests on a form available at Town Hall and on the Town's website. The Town will review all written requests in any form and respond to each written request in a manner consistent with the Illinois Freedom of Information Act.

The Town of Cortland staff takes FOIA very seriously and will respond to any responsive request within the timeframe provided by the FOIA statute. From time to time, items may be redacted or denied based upon privacy concerns.

If you need a copy of a police report, a record, or documents the Town may possess, a FOIA request will be necessary.

WHAT FOIA IS NOT

FOIA is for the request of documents or records the Town may possess. Staff will not answer questions, or respond to statements or opinions through FOIA. FOIA is not to be used as a means to be burdensome to the municipality.

Questions regarding FOIA may be asked by calling the Clerk's office at (815) 756-3030.