

REQUEST FOR PUBLIC RECORDS
OFFICIAL REQUEST FORM

INSTRUCTIONS AND INFORMATION

- a. In Section 1, describe the public records that you wish to inspect or to have copied or certified. Please be precise about what records you seek. You may use a separate sheet if necessary.

Indicate whether you request only to inspect the public records at City Hall or whether you also request to have the public records copied or certified by checking the appropriate spaces.

- b. By submitting this Request Form, you are agreeing to pay to the City, in advance of receiving copies of any public records, the copying and certification fees set forth in Section 2.

The fees set forth in Section 2 may be waived or reduced by the Freedom of Information Officer on determination and proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a fee waiver or reduction, you must complete and sign the statement set forth in Subsection 2.B.

- c. In Section 3, indicate the purposes for which you are requesting the public records identified in Section 1. You must provide the information in this Section.

- d. The City will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for you to inspect or pick up the copies at City Hall and then only upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section 4.

- e. You must provide the information requested in Section 5.

- f. You must sign the statement set forth in Section 6.

The City will disclose the public records requested on this Request Form within 21 Business Days after the receipt of this Request Form for all requests made for commercial purposes, and within five Business Days for all other requests, unless the applicable response period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefore. The Requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult the City of Highland Park Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available on the City's website or from the Freedom of Information Officer.

To: [Circle One]

<p><u>Community Development Requests:</u> Freedom of Information Officer City of Highland Park Building Division 1150 Half Day Road Highland Park, IL 60035 Phone: 847.926.1176 Facsimile: 847.926.8885 E-mail: building@cityhpil.com</p>	<p><u>Fire Department Requests:</u> Freedom of Information Officer Highland Park Fire Department 1130 Central Avenue Highland Park, IL 60035 Phone: 847.433.3110 Facsimile: 847.432.0699 E-mail: fire@cityhpil.com</p>
<p><u>Police Department Requests:</u> Freedom of Information Officer Highland Park Police Department 1677 Old Deerfield Road Highland Park, IL 60035 Phone: 847.926.1087 Facsimile: 847.432.7706 E-mail: police@cityhpil.com</p>	<p><u>Public Works Department Requests:</u> Freedom of Information Officer City of Highland Park Public Works 1150 Half Day Road Highland Park, IL 60035 Phone: 847.432.0807 Facsimile: 847.432.9907 E-mail: publicworks@cityhpil.com</p>

All Other Requests:
 City Clerk
 City of Highland Park
 1707 St. Johns Avenue
 Highland Park, IL 60035
 Phone: 847.926.1034
 Facsimile: 847.432.7625
 E-mail: clerk@cityhpil.com

1. Request for Records

I request the following public records of the City:

Records Requested	<u>inspect</u>	<u>copy</u>	<u>certify</u>
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—

2. Agreement to Pay Fees

A. Unless I have requested and received a waiver under Subsection B of this Section, I will pay the following fees for the public records copied or certified at my request:

- | | | |
|----|--|---|
| 1. | Copies – 8½ x 11 or 8½ x 14, Black and White | |
| | First 50 pages | Free |
| | Additional pages | \$0.15 per page |
| 2. | Other types of records with set fees | The rate set forth in the Annual Fee Resolution |
| 3. | Certification | \$1.00 per record,
plus copy cost |

I agree that I will pay the actual charges that the City incurs in connection with the copying services, and that the fees stated in items 1 and 2 above will not apply, if: (i) the City must use an outside vendor to copy a public record that is not 8½ x 11 or 8½ x 14, Black and White; or (ii) the requested records are of a type not listed above. I further agree that the fees stated in items 1 and 2 above will not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, I agree to pay the actual cost of purchasing the medium.

B. I request a waiver of the fees set forth in Subsection A above, and in support of my request I hereby certify that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

3. Purpose of Request

Please check Yes or No for each of the following questions:

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| A. I am requesting the public records identified in Section 1 above to use the records, or the information derived therein, for sale, resale, solicitation, or advertisement for sales or services. | — | — |

- B. I am, or represent, news media or a non-profit, scientific or academic organization. _____
- C. The principal purpose of this Request for Public Records is to access and disseminate information concerning news and current or passing events. _____
- D. The principal purpose of this Request for Public Records is for articles of opinion or features of interest to the public. _____
- E. The principal purpose of this Request for Public Records is academic, scientific, or public research or education. _____

Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

4. Request for Mail Delivery

_____ I request that the City mail copies of the requested public records to me at the address set forth in Section 5 below. I hereby agree to pay the actual postage for mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at City Hall because:

_____ I do not request mail delivery of any of the requested public records.

5. Requestor

A. Name of Requestor: _____

B. Name of person for whom records are being requested (if not Requestor):

C. Address for Responses, Decisions, and Communications:

D. Telephone Numbers of Requestor:
Day: _____
Evening: _____



City of Highland Park

E. E-mail: _____

6. Signature of Requestor

By signing this Request, I acknowledge and represent that I have reviewed, and that I understand, the City of Highland Park Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

Signature of Requestor

Date

FOR CITY USE ONLY

Received by the City of Highland Park, Lake County, Illinois:

Date and Time of Receipt: _____, 20__ at _____ a.m./p.m.

Method of Delivery:

- Personal delivery during Business Hours
- Personal delivery after Business Hours
- Mail delivery during Business Hours
- Mail delivery after Business Hours
- Electronic delivery by _____

City employee receiving request:

Name: _____ Title: _____

Forwarded to Freedom of Information Officer (if applicable):

Name of Freedom of Information Officer: _____

Date: _____, 20__ Time: _____

Receipt by Freedom of Information Officer:

Date: _____, 20__ Time: _____

Is this request for a Commercial Purpose (circle one)? Yes / No

Date Response Due: _____ (either 5 or 21 Business Days after receipt by City)

City employee responsible for compiling response:

Name: _____ Title: _____

Signature of Freedom of Information Officer: _____