



# Village of Lyons

4200 Lawndale Avenue • Lyons, IL 60534  
(708) 442-4500 • <http://www.villageoflyons-il.net>

## FREEDOM OF INFORMATION ACT – REQUEST FOR PUBLIC DOCUMENT

Date of Request \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Pursuant to the State of Illinois Freedom of Information Act, the above listed party herewith requests the following documents from the Village of Lyons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- The Illinois Freedom of Information Act (FOIA) provides public access to records in possession of public agencies upon written request. Records that are not subject to release via the FOIA process include confidential and trade secret information.
- All requests are processed in the order in which they are received. The Village will respond within five working days of receipt of the request. A five-day extension is allowed with written notification to the requestor. If the requested records are 100 pages or less in length, the pages will be copied and available to be mailed or picked up by the requestor. If the records are more than 100 pages in length, the requestor will be notified and advised of options for viewing or copying the files. Requestors will also be given the opportunity to narrow the scope of their request so that it includes less than 100 pages of material.
- The Village of Lyons does not charge fees for the first 50 pages of black and white, letter, or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15¢ per page. Actual cost will be charged for other documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD).

### Administrative Use Only

Date Received \_\_\_\_\_ Date of Reply \_\_\_\_\_

Determination \_\_\_\_\_

# of Pages Issued \_\_\_\_\_ Amount due (if applicable) \_\_\_\_\_

Documents Received By \_\_\_\_\_ Date Received \_\_\_\_\_