



Village of Spring Grove
 Freedom of Information Officer
 7401 Meyer Road
 Spring Grove, Illinois 60081

FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS

From:

Name _____
 Company/Organization _____
 Address _____
 City/State/Zip _____
 Telephone _____ Email _____

Description of record(s) requested (try to be as specific as possible, incl. approximate date range, record type, etc.):

Are you asking for these records for commercial purposes? Yes No

Please indicate the format in which you would like the Village to respond:

- I will inspect these records at the Village Hall, at the above address during the regular Village Hall hours (posted on www.springgrovevillage.com), after you notify me that they are ready for inspection.
- I request electronic copies be sent to the email address above if possible or to receive an e-mail link to the records if available on the internet.
- I request hard copies of these records. I agree to pay the fees (if any) for copies and/or any other costs or charges associated with this request, as set by the fee schedule below, prior to receiving the copies.
 - I will pick them up at the Village Hall. Mail them to the above address.
- I request certification of the copies provided. I agree to pay \$1.00 for each document certified, which is in addition to duplication fees (if any).

 Signature of Requester

For Office Use Only:

Date written request received: _____ 1st written response due date: _____
(Five working days after day of receipt or 21 days for commercial purposes)

Nature of 1st response: Delivery of requested records Notification of denial

Record delivery date/denial date: _____ Viewed Picked up Mailed E-mailed Denial notice sent

Notification sent of: Commercial Request Voluminous Request Recurrent Requester Request to Narrow

Notification of date when records will be available Notification of fees due/ documents ready date

Notification of 5 day extension If additional extension agreed in writing, new due date is: _____

FOIA Officer: _____

Notes:



Village of Spring Grove

FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS

Digital Copies delivered via e-mail or internet	No Charge
Black & White Copies:	
8.5" x 11" or Legal size, first 50 pages	No Charge
8.5" x 11" or Legal size, each additional page	\$0.15/ page
11" x 17"	\$0.15/ page
Color Copies:	
8.5" x 11" or Legal size	At cost for commercial reproduction
11" x 17"	At cost for commercial reproduction
Black & White or Color Copies over 11"x17":	At cost for commercial reproduction
Digital Copies of documents or photographs on CD/DVD	At per disc cost of purchasing the disc
Photograph prints	At cost for commercial reproduction
Digital Storage Devices other than CD/DVD	At cost for purchase
Certification of a document	\$1.00 per certification
Hourly cost for personnel in searching for, redacting, or retrieving a requested record (only relative to requests made for a commercial purpose and/or for voluminous requests)	Ten dollars (\$10.00) per hour for each Village employee for each hour after the first eight (8) hours
Providing electronic records in response to a voluminous request	(1) \$20.00 for not more than 2 megabytes of data (if not in PDF), or not more than 80 megabytes of data (if in PDF); (2) \$40.00 for more than 2 and up to 4 megabytes of data (if not in PDF), or 80 to 160 megabytes of data (if in PDF); or (3) \$100.00 for more than 4 megabytes of data (if not in PDF), or more than 160 megabytes of data (if in PDF).
Cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company (only relative to requests made for a commercial purpose)	Actual cost

This fee schedule is intended to be compliant with applicable State of Illinois Freedom of Information Act provisions.

If applicable, Requester will be notified of the total fees pertaining to their request. Requester will be notified if any records requested have to be sent out for commercial reproduction/printing and the estimated timing and price.