



**CITY OF COUNTRYSIDE  
FREEDOM OF INFORMATION  
MEMORANDUM REGARDING ORAL REQUEST FOR  
RECORD(S)**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the hour of \_\_\_\_\_, the following individual(s) appeared in person at the office of the City Clerk and asked to inspect the following records:

Individual making the request: \_\_\_\_\_  
Address: \_\_\_\_\_  
Day Telephone No. \_\_\_\_\_

Records sought to be inspected: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above records were presented to such individual for inspection at \_\_\_\_\_ am/pm, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ except for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The reason(s) for not providing the above records(or portion of records) was: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Of records requested, copies of the below records were provided to or made by the individual making request:

Date & Time of Memo: \_\_\_\_\_  
Signature of Employee: \_\_\_\_\_  
Title of Employee: Witness: \_\_\_\_\_

**Applicant's Representation of No Unauthorized Use of Information or Documents Provided Under the Freedom of Information Act.**

The undersigned, having made applications to the City of Countryside, Cook County, Illinois, for examination and/or copying records and/or documents under the Freedom of Information Act represents to the City of Countryside that such information and/or records shall not be used for any of the following purposes not intended under the Freedom of Information Act.

1. Any use which would violate individual privacy;
2. Any use the purpose of which is the furthering of a commercial enterprise;
3. Any use to disrupt the duly undertaken work of any public body independent of the fulfillment of any rights of the people to access to information.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant