

**CITY OF COUNTRYSIDE
FREEDOM OF INFORMATION MEMORANDUM
REGARDING 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:

Request submitted by: _____ Email, _____ USPS, _____ FAX, _____ In Person

Individual making the request: _____

Address (city, state, zip code): _____

Day Telephone Number: _____ Email: _____

Fax: _____ **APPLICANT SIGNATURE:** _____

Records sought to be inspected: _____

Do you want copies of the documents? YES or NO

Do you want Electronic copies or paper copies? _____

If you want Electronic copies, in what format? _____

Is this request for a Commercial Purpose? YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? Yes or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

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 records were provided to or made by the individual making request:

Date & Time of Memo: _____ Title of Employee: _____

Signature of Employee: _____ Witness: _____