

**VILLAGE OF DIETERICH, ILLINOIS**  
109 N. Main, P.O. Box 243, Dieterich, Illinois  
Facsimile 217-925-5557 E-mail: villagehall@dieterichillinois.com

**FREEDOM OF INFORMATION REQUEST**

To Be Completed by Requester

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

I, the undersigned, do hereby request to  examine and/or  copy (check appropriate blank) those records maintained by the Village of Dieterich which pertain to:  
(Please specify records sought.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the fees set forth in the "Schedule of Duplication" which is set forth on the reverse side of this form. At my request, copies may be mailed to me via certified mail at \$5.32 for the first ounce and \$.17 per each additional ounce. I also understand that all fees must be prepaid.

I do  do not  want the copies mailed to me at the above-listed address.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Village of Dieterich will respond to the above request within five (5) working days from the date of receipt unless one or more of the seven (7) reasons for an extension of time provided for in Paragraph A. of Section VI of the Village of Dieterich Policy Governing Access to Public Records Under the Freedom of Information Act are invoked by the Village.

To Be Completed by Office

Date Request Received \_\_\_\_\_

Cost: Copies: \_\_\_\_\_

Certification: \_\_\_\_\_

Certified Mail: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Date Records either Personally Given \_\_\_\_\_ or Mailed \_\_\_\_\_

Denied/Reason Why \_\_\_\_\_

Deferred/Reason Why \_\_\_\_\_

\_\_\_\_\_  
FOIA Officer Signature

\_\_\_\_\_  
Date

**SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS**

<b>Copying- black and white</b>	<b>Per page after first 50 pages</b>	<b>\$0.15</b>
<b>Copying- color</b>	<b>Per page</b>	<b>\$0.25 or actual costs of copying</b>
<b>Certification</b>	<b>Per document</b>	<b>\$ 1.00</b>
<b>Large Copies</b>	<b>Black and white</b>	<b>\$ 1.25/Sq. Ft. or actual costs of copying</b>
<b>Cassette Tape/CD</b>	<b>Per cassette tape</b>	<b>\$25.00 or actual costs</b>
<b>Photograph (35 mm)</b>	<b>Per photo</b>	<b>\$ 5.00 or actual costs</b>
<b>Photo CD</b>	<b>Per CD</b>	<b>\$20.00 or actual costs</b>
<b>Digital Photo</b>	<b>Per photo</b>	<b>\$ 5.00 or actual costs</b>
<b>Video Tape/DVD</b>	<b>Per video tape</b>	<b>\$50.00 or actual costs</b>

**EXHIBIT B**