VILLAGE OF DIETERICH, ILLINOIS

103 W. Section Street, 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 of 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

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

EXHIBIT B