

**VILLAGE OF DAVIS JUNCTION  
REQUEST FOR PUBLIC RECORDS**

To: FOIA Officer  
Village of Davis Junction  
106 N. Elm Street  
Davis Junction, IL 61020  
djclerk@davisjunction.com

Date: \_\_\_\_\_

- I. Request for Records** Describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Indicate whether you wish only to inspect the public records at the Municipal Office or to have the public records copied or certified by checking the appropriate box to the right of each record described.

Records Requested \_\_\_\_\_ inspect \_\_\_\_\_ copied \_\_\_\_\_ certified \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- II. Agreement to Pay Fees** By submitting this Request Form, you agree to pay in advance of receiving copies of any public records the copying and certification fees set forth in Section II below.

A. Unless a waiver is requested and approved pursuant to Section B of this Section, I agree to pay the following fees for all public records copied or certified at my request:

1. Copies — letter or legal -- \$.15 per side
2. Copies — color or oversize -- Actual cost of reproduction
3. Certification -- \$1.00 per document plus copy cost
4. Mailing -- Actual cost of postage
5. Commercial Requests
  - a. Personnel Fee -- \$10.00 per hour over 8 hours
  - b. Offsite Storage Retrieval -- Actual cost
6. Electronic Records (Voluminous Requests only)
  - a. Records not in PDF format:
    - up to 2 MB of data - \$20.00
    - more than 2 MB but less than 4 MB of data - \$40.00
    - more than 4 MB - \$100.00
  - b. Records in PDF format:
    - up to 80 MB of data - \$20.00
    - more than 80 MB but less than 160 MB of data - \$40.00
    - more than 160 MB - \$100.00

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor, except for Requests for commercial purposes or voluminous requests.

Requestors wishing to use their own media storage devices (e.g. disc, CD, USB, or other flash drives) for electronic records requests are asked to include that media storage device with their FOIA request form, or indicate that you will be delivering a media storage device to Village Hall that you want the Village to use for your request. If you do not provide a media storage device or indicate that you will be providing one, the Village will provide it to you at the Village's cost, as permitted under Sec. 6 of the Freedom of Information Act, 5 ILCS 140/6.

- B. I request a waiver of the fees. (IF APPLICABLE) In support of my request, I certify and represent that I will gain no significant personal or commercial benefit from the records requested and that my principal purpose is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

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

\_\_\_\_\_  
Signature of Requestor

**III. Purpose of Request** Indicate the purposes for your request for public records:

Noncommercial Purpose

Commercial Purpose

A "commercial purpose" is defined as the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. Misrepresentation of the purpose of a Request is a violation of the Act.

**IV. Request for Mail Delivery** (IF APPLICABLE) I request that copies of the requested records be mailed to me and agree to pay the actual postage in advance.

\_\_\_\_\_  
Signature of Requestor

**V. Identification of Requestor** You must provide the information requested in Section V.

A. Name of Requestor: \_\_\_\_\_

B. Address: \_\_\_\_\_

C. Telephone Number: \_\_\_\_\_

D. Email Address: \_\_\_\_\_

**VI. Signature of Requestor** I acknowledge and represent that I have reviewed and understand the Municipality's FOIA Policy and that the information I have provided in this request is true and accurate.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

