

VILLAGE OF SUMMIT

SERGIO RODRIGUEZ

Village President

7321 West 59th Street

Summit, Illinois 60501

Website: thevillageofsummit.com

Phone: 708-563-4800 Fax: 708-563-9340

**REQUEST FOR INFORMATION UNDER THE
FREEDOM OF INFORMATION ACT**

Date of Request: _____

Requestor Information:

Name: _____

Address: _____

Telephone #: _____

Email Address: _____

Is public record you are requesting for commercial purposes? **YES** **NO**

Is public record you are requesting to be certified? **YES** **NO**

Describe in detail below the public records you are requesting:

Select one of the following:

Receive electronic copy of information requested: _____

Receive hard copy of information requested: _____

Inspect information requested at Village Hall: _____

The Village of Summit will respond to the above request within (5) business days from the above date unless one or more of the (7) reasons for an extension of time provided for in Section 3 (e) of the Act are invoked by the Village.

SIGNATURE OF REQUESTOR:

ROUTING OF REQUEST: (FOR OFFICE USE ONLY)

Date request received: _____

Date response time expires: _____

Routing (Department): _____

Copy of request and attachments filed: _____

Date response sent to requestor: _____

VILLAGE OF SUMMIT
MUNICIPAL RECORDS

Any person requesting records of the Village of Summit may make such a request either in person or in writing at the Village of Summit Clerk's Office. Other methods would be by mailing, faxing or emailing a written request specifying in particular the records requested to be disclosed and copied. ALL requests should be addressed as follows:

Village Clerk Colleen M. Lambert
Freedom of Information Officer
The Village of Summit
7321 West 59th Street
Summit, Illinois 60501
clambert@summit-il.org

If you desire that any records be certified, you MUST indicate that in your request and specify which of the records must be certified.

FEES:

First 50 pages NO COST
black and white – letter or legal size copies

Over 50 pages \$0.15 per page
Black and white – letter or legal size copies

Certifying a record: \$1.00

Media Disc: \$0.50 per disc