

**Village of Princeville
FOIA Requirements/Procedures**

Freedom of Information Request

Village of Princeville under the Illinois Freedom of Information Act.

Date: _____

Name: _____

Street address: _____

City/State/Zip Code: _____ Phone: _____

I hereby request to inspect the following records (list records sought. Please be specific)

The Village of Princeville will respond to the above request within the appropriate time frame in which the Freedom of Information Act allows.

Signature of person making request: _____

For Official Use Only

The records requested have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act, except for the following records:

Reasons access was denied to the above records (specify section of the Illinois FOIA which applies):

The records requested were presented for inspection to the applicant on: _____

_____ Signature of employee presenting records for inspection

Of the records requested, copies were provided to the applicant on: _____

_____ Signature of employee presenting records for inspection

Fee collected: _____ See fee schedule for appropriate costs.