

Village of London Mills

Freedom of Information Act (FOIA) Request Form

Illinois law does not require use of this form. This form is provided as a convenience to assist requesters in describing the records sought.

Requests may be submitted by email to clerk@londonmillsil.gov, by mail, or in person during posted office hours.

Office & Mailing Address: Village of London Mills, 108 S 3rd St., PO Box 347, London Mills, IL 61544

REQUESTOR INFORMATION

Name: _____ Organization (if applicable): _____

Address: _____ City, State, Zip: _____

Phone Number: _____ Email Address: _____

REQUEST DETAILS

Date Range of Records Requested (if known):

From: _____ To: _____

Please describe the records you are requesting. Include any information that may assist the Village in responding to this request such as dates, addresses, names, preferred method of delivery, whether the request is for a commercial purpose, or whether you are requesting a fee waiver or reduction. If you need additional space beyond what is provided below, you may use the back of this form or attach additional pages as necessary.

Signature (Optional): _____ Date: _____

FOR VILLAGE USE ONLY

Date Received: _____ Received By: _____

FOIA Due Date: _____

Disposition: Granted Granted in Part Denied Referred

Response Date: _____