

2200 S. Lowe Rd
P.O. Box 117
Aroma Park, IL 60910



815-937-1212
Fax: 815-937-1813

FREEDOM OF INFORMATION REQUEST

1. In order to obtain a copy of a record from the Village of Aroma Park, you must complete a **Freedom of Information Request Form.**

Medical Records: If you are seeking information regarding a medical record, you will also need to complete a **Medical Records Release Form.**

Copies of these forms are available at this office.

2. The **Medical Records Release Form** needs to be submitted concurrently with the **Freedom of Information Request Form.**
3. Please do not fax your request as original signatures are required. You may drop off your completed request form(s) at the Village of Aroma Park Office or you may mail them to:

Village of Aroma Park
P O Box 117
c/o Freedom of Information Officer
Aroma Park, IL 60910

4. Records and information will be made available for inspection and copying unless the records or information are exempt under the Freedom of Information Act (5ILCS 140/7).

Each request will be complied with or denied within five (5) working days after it is received. The five (5) day period may be extended up to fourteen working days if required (5ILCS 140/3).

DUPLICATION FEES

Copies: 8 1/2" X 11" or 8 1/2" X 14"25 cents/page
Computer Print-Out Paper30 cents/page
Maps or Plats35 cents/page
Certifications2.50 each

Records in Book or Pamphlet form shall be assessed based upon the cost of such materials incurred by the Village.

Materials that require duplication to be outsourced, shall be charged based on the cost of such copying or reproduction.

If the requestor is a public body or a person acting in an official capacity as an officer of that public body, no charges shall be imposed.

(5ILCS 140/6)

Procedure for Appealing a Denial

Any requestor whose request has been denied by the Village may appeal the denial within five (5) working days to:

Village President
c/o Freedom of Information Officer
Village of Aroma Park
2200 S. Lowe Rd.
Aroma Park IL 60910

The Village President shall respond to such appeal in the manner provided in 5 ILCS 140/10. Failure to respond within five (5) working days may be considered by the requester to be an affirmation of the denial of the request for public records.

A copy of the **Freedom of Information Act** and a listing of records maintained by each department is available at the Village Clerk's Office.

The Administrative hours of operation are 8:00 a.m to 4:00 p.m. Monday through Friday.

VILLAGE OF AROMA PARK
COUNTY OF KANKAKEE
STATE OF ILLINOIS

To be acted on
within 5 working days

Department: _____ Date: _____, 20 _____

REQUEST FOR PUBLIC REQUEST

Pursuant to the **Freedom of Information Act**, Public act 83-1013, effective July 1, 1984, I hereby request the following public records within seven (7) working days:

<u>Description or Title</u>	<u>Date (if known)</u>	<u>Specific Sections or Page Numbers (if known)</u>
1.		
2.		
3.		

_____ I request to inspect these public records in person during regular office hours in the Department where they are maintained.

_____ I request _____ copies of these records and agree to pay twenty-five (\$.25)cents per page for photocopying.

_____ I request _____ copies of these records to be certified and agree to pay \$2.50 per copy to extra for certification + postage.

_____ I request that all fees be waived or reduced in the public interest because the furnishing of the information requested can be considered as primarily benefitting the general public.

Name

Address

City, State, Zip

Request received by:

(____) _____
A/C Phone Number

Date: _____, 20____
Time: _____ o'clock __.M.