

FREEDOM OF INFORMATION ACT (F.O.I.A.)
REQUEST FOR PUBLIC INFORMATION

- Mail or deliver to: Stefanie Proffitt, FOIA Officer , 1444 Boul Ave., Swansea, IL 62226
Facsimile: (618) 234-0222, email: swanadm@swanseail.org
- For **police** requests: Ashley Robbins, FOIA Officer, 1400 N. IL Street, Swansea, IL 62226
Facsimile: (618) 234-2952, email: swanseap@swanseail.org

1. Requester Information

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE (S): _____
E-MAIL ADDRESS: _____

Describe below the public records that you are requesting. To expedite the search, be as specific as possible. If known, include date(s) of requested records.

The records above are requested for: Inspection Copy Certification
(Standard black and white photocopies will be provided at no charge for the first fifty (50) pages. Requestor will be charged 15¢ per page beyond fifty. Color copies are 20¢ per page. Certification is \$1 per document.)

Is this request being made for commercial purpose? Yes No

Note: "Commercial purpose" means the use of any part of a public record or any information derived from a public record for sale, resale, or solicitation or advertisement for sales or services. It is a violation of the Freedom of Information Act to knowingly obtain information for a commercial purpose without disclosing that intent to the Village of Swansea. Each request for a public record or category of public records made in violation of this requirement (whether made as part of a single or multiple written requests) shall be subject to a fine of \$750 and such other penalties allowed by law.

The Village of Swansea will respond to this request within five (5) business days. If responding to the request requires an extension of time up to five (5) additional days, the requestor will be sent notice in writing. Commercial requests will receive a response within twenty-one (21) business days.

(Requestor Signature)

(Date)

For office use only:

Request received by: _____ Date: _____ Date due: _____
E-Mail or Pickup Mail (circle one) Documents made available on: _____ Fees collected: _____
Certification? Yes or No (circle) If denied, attach reason.
Name and title of officer issuing the denial: _____
Attach a copy of written responses for file.