

Village of Lena

REQUEST FOR DOCUMENT UNDER THE FOIA

Name: _____

Date: _____

Address: _____

Phone number: (_____) _____

Specify records requested: _____

Reason for request: _____

This request is for _____ copy/reproduction work, or for inspection _____ (initial choice).

Certification is not needed _____ or a certification statement per page _____ is requested (initial choice).

I hereby certify that I am not making this request for the purpose of violating individual privacy, or for furthering a commercial enterprise, or to disrupt the legitimate work of the office to which this request is directed.

Signature

This office will respond to a request for public record(s) within five working days after its receipt. If your request is denied, you may file an appeal. Appeals should be addressed to: **Steve Buss, President, Village of Lena, P.O. Box 607, Lena, Illinois 61048-0607.**

(for office use only)

Request received by: _____

Date request received: _____ Date response due: _____

Notified requester records are ready _____

Date documents/materials given to requester: _____

Charge assessed for photocopy/reproduction work: _____

Date letter mailed to requester denying above request: _____

Reason for denial _____

Date denial reviewed: _____ by: _____

Date denial reviewed _____ by: _____

Date denial affirmed/reversed and requester notified by mail: _____

Extended time needed because: _____

Date requester notified by mail: _____

Revised

1 May 2021