

**Village of Roxana Police Department
Freedom of Information Request**

Name: _____ Request Date: _____

Address: _____ Compliance Date: _____

_____ Denial Date: _____

City/State: _____ Reason for Denial: _____

Zip Code: _____

Telephone: _____ Email: _____

Request Submitted to: FOIA Officer - Alyssa Best
Village of Roxana Police Department
310 N. Central Avenue
Roxana, IL 62084
Fax: 618-254-1950
E-mail: alyssabest@roxana-il.org

Request Submitted by: _____ E-Mail _____ U.S. Mail _____ Fax _____ In Person

Records Requested: *Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.*

Do you want to receive copies of the documents?: _____ YES _____ NO

Or do you want to review the documents at the Village of Roxana Police Department?:
_____ YES _____ NO

If you would like to receive copies of the document, do you want paper copies or electronic copies?: _____ Paper _____ Electronic

Is this request for a commercial purpose?: _____ YES _____ NO

It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if it is requested to do so by the public body. 5ILCS 140.3.1(c).

Are you requesting a fee waiver? _____ YES _____ NO

If you are requesting a waiver of any fees for copying the documents, you must attach a statement of the purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5ILCS 140/6(c).

In keeping with the copying fees allowed by the Illinois Freedom of Information Act, 5 ILCS 140/6(b), the cost of the first 50 black and white pages is free. Black and white copied pages after the initial 50 is 15 cents per page. Colored copies are 10 cents per copy and 5 ILCS 140/6(b), if a voluminous request is for electronic records and those records are not in a portable document format (PDF), the public body may charge up to \$20 for not more than 2 megabytes of data, up to \$40 for more than 2 but not more than 4 megabytes of data, and up to \$100 for more than 4 megabytes of data. If a voluminous request is for electronic records and those records are in a portable document format, the public body may charge up to \$20 for not more than 80 megabytes of data, up to \$40 for more than 80 megabytes but not more than 160 megabytes of data, and up to \$100 for more than 160 megabytes of data. If the responsive electronic records are in both a portable document format and not in a portable document format, the public body may separate the fees and charge the requester under both fee scales.

For data requests exceeding 160 megabytes, payment must be received before redaction occurs and before the data is approved for processing.

Signature of Petitioner

Signature of Authority

Pages Copied: _____

Amount Due: \$_____

Return this form to the Village of Roxana Police Department by fax: 618-254-1950 or mail to: 310 N. Central, Roxana, IL 62084.

All requests will receive a response within 5 (five) business days.