

**REQUEST FOR PRODUCTION OF RECORDS
UNDER THE FREEDOM OF INFORMATION ACT**

VILLAGE OF BEECHER

Janett Conner, Village Clerk
724 Penfield/PO Box 1154
Beecher, IL 60401



Phone: (708) 946-2261
Fax: (708) 946-3764

I hereby request production of the following records. I am describing them in detail and will attach a separate sheet if necessary:

Check which of the following apply:

- I will inspect these records at the Village Hall.
- I request photocopies of the above records and agree to pay the appropriate fee (first 50 copies provided at no charge).
- I request the records in the following format: _____

Are these records being requested for commercial purposes? Yes No

Requesters Name: _____
Representing: _____
Address: _____
Phone: _____ Email Address: _____
Signature: _____ Date _____

The Village of Beecher has five (5) working days to respond after the receipt of a request for public records, except when time is extended pursuant to the provisions of the Freedom of Information Act.

APPEAL - A "Request for Review" may be filed with the Attorney General's Public Access Counselor within 60 calendar days from when request was denied. Public Access Bureau: 500 S. 2nd Street, Springfield, IL 62706. Phone: 217-558-0486.

Copy Fees: First 50 Copies: No Charge After 50 copies: .15¢ Per Page
Postage Fees apply if information is mailed to requestor.

-----FOR OFFICE USE ONLY-----
