



4200 Main Street  
Country Club Hills, IL 60478

(708) 798-2616  
Fax: (708) 798-7352

Date/Time Received \_\_\_\_\_  
Response Due By \_\_\_\_\_  
Received By \_\_\_\_\_  
FOIA # \_\_\_\_\_

CITY OF COUNTRY CLUB HILLS  
FOIA REQUEST FORM

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Person or Entity Represented: \_\_\_\_\_

Public Records requested (Please describe as specifically and accurately as possible the document(s) or record(s) requested): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is request to be used for Commercial purposes? \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby certify and affirm that the above information is true and correct and that I have read and understand the City of Country Club Hills policies and procedures governing disclosure of public information, including, but not limited to, my rights to appeal denials and time limits thereof.

\_\_\_\_\_  
Signature of Requester

\*\*\*\*\*

Date of Response \_\_\_\_\_ Office Use Only  
Referred to: \_\_\_\_\_ Response due by \_\_\_\_\_ Extension Required \_\_\_ Yes \_\_\_ No  
Type of Extension \_\_\_\_\_ Statutory \_\_\_\_\_ Mutual Due Date after Extension \_\_\_\_\_  
Type of Response: \_\_\_\_\_ Approval \_\_\_\_\_ Partial Approval \_\_\_\_\_ No Records \_\_\_\_\_ Denial  
\_\_\_\_\_ PAC Approved Denial  
Date of Response: \_\_\_\_\_

## Freedom of Information Request Procedures

### Procedures:

The Freedom of Information Act, 5 ILCS 140/3 et seq., is the principal Illinois Statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person. Exceptions are provided to insure the confidentiality of certain types of sensitive public records.

Persons desiring to inspect or receive copies of City records must submit a request in writing or may complete a FOIA REQUEST FORM.

Forms are available at

- \* City Hall, 4200 West 183<sup>rd</sup> Street 708-798-2616
- Police Department, 3700 W. 175<sup>th</sup> Place 708-798-3191
- Fire Station #1, 4350 W. 183<sup>rd</sup> Street 708-798-3270
- Fire Station #2, 4520 West 175<sup>th</sup> Street 708-798-8493
- Operations Center, 18300 Marycrest Drive 708-798-3392
- Community Recreation Center, 4701 W. 179<sup>th</sup> Street

In addition, forms are available on the City's website @[www.countryclubhills.org](http://www.countryclubhills.org). In addition, forms may be requested and submitted via e-mail to [dmcilvain@countryclubhills.org](mailto:dmcilvain@countryclubhills.org) or by fax to 708-798-7352.

All requests for records must be received during normal business hours of the general administrative offices of the City (Monday through Friday between the hours of 8:00 am and 5:00 pm excluding holidays). Requests submitted electronically after normal business hours will be considered by the City on the next business day.

Upon receipt of a general request, the City will respond within five working days of the date of the request.

### Fees:

- Standard black & white copies of records - 1<sup>st</sup> 50 pages free. Remaining copies are .15 per page.
- Color copies of records of copies in a size other than letter or legal - .15 per page
- Maps, photographs, CD's, DVDs, etc: Actual cost of reproduction

### Appeals:

Appeals must be submitted to the Public Access Counselor:

Public Access Bureau  
Office of the Attorney General  
500 S. 2<sup>nd</sup> Street  
Springfield, Illinois 62706  
217-558-0486  
[publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)