



## REQUEST FOR PUBLIC RECORDS OFFICIAL REQUEST FORM

### Instructions and Information

- a. In Section 1, describe the public records that you wish to inspect or to have copied or certified. Please be precise about what records you seek. You may use a separate sheet if necessary.

Indicate whether you request only to inspect the public records at the City Hall or whether you also request to have the public records copied or certified by checking the appropriate spaces.

- b. By submitting this Request Form, you are agreeing to pay to the City, in advance of receiving copies of any public records, the copying and certification fees set forth in Section 2.

The fees set forth in Section 2 may be waived or reduced by the Freedom of Information Officer on determination and proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a fee waiver or reduction, you must complete and sign the statement set forth in Subsection 2.B.

- c. In Section 3, indicate the purposes for which you are requesting the public records identified in Section 1. You must provide the information in this Section.
- d. The City will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for you to inspect or pick up the copies at the City Hall and then only upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section 4.
- e. You must provide the information requested in Section 5.
- f. You must sign the statement set forth in Section 6.

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The City will disclose the public records requested on this Request Form within 21 Business Days after the receipt of this Request Form for all requests made for commercial purposes, and within five Business Days for all other requests, unless the applicable response period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefor. The Requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult The City of Waterloo Monroe County, Illinois Freedom of Information Act Policy and Procedures, which are available from the Freedom of Information Officer.

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To: Freedom of Information Officer  
 City of Waterloo  
 100 West Fourth Street  
 Waterloo, IL 62298

**1. REQUEST FOR RECORDS**

I request the following public records of the City:

Records Requested	inspect	copy	certify
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**2. AGREEMENT TO PAY FEES**

A. Unless I have requested and received a waiver under Subsection B of this Section, I will pay the following fees for the public records copied or certified at my request:

1. Copies – 8½ x 11, 8½ x 14 or 11 x 17, Black and White
 

First 50 pages	Free
Additional pages	\$0.15 per side
2. Copies – 8 ½ x 11, Color \$0.15 per side
3. Maps
 

8 ½ x 11	\$8.00 per page
11 x 17	\$10.00 per page
24 x 36	\$20.00 per page
36 x 48	\$36.00 per page
4. Certification \$1.00 per record,  
plus copy cost
5. Mailing Cost of Postage

I agree that I will pay the actual charges that the City incurs in connection with the copying services, and that the fees stated in items 1 through 3 above will not apply, if: (i) the City must use an outside vendor to copy a public record that is unable to be reproduced at the City facilities; or (ii) the requested records are of a type not listed above. I further agree that the fees stated in items 1 through 5 above will not apply if the fee for the requested records is



otherwise fixed by statute. If the requested records are produced on an electronic medium, I agree to pay the actual cost of purchasing the medium.

**MAP DISCLAIMER:** The City maps are prepared by the City of Waterloo, Illinois for the use of the City of Waterloo, Illinois and may contain proprietary and/or confidential information that, unless otherwise agreed to in writing by the City of Waterloo, Illinois, remains the property of the City of Waterloo, Illinois. The City maps may be preliminary or may have not yet undergone our normal quality control review process and are not guaranteed accurate in any respect. The City maps should not be relied upon without independent investigation and assurances. Therefore, any maps included herein should not be used for final design. The recipient agrees, to the fullest extent permitted by law, to indemnify and hold the City of Waterloo, Illinois harmless from any damage, liability or cost, including reasonable attorney’s fees and costs of defense, in connection with or arising from reliance upon the City maps by any person and the acceptance of the City maps provided constitutes an acknowledgement of such disclaimer by the recipient. Subsequent reproduction and/or transfer of the City maps, in whole or in part, by the recipient to any other person, firm, corporation, business or entity, without the express written consent of the City of Waterloo, Illinois is strictly prohibited.

- B. I request a waiver of the fees set forth in Subsection A above, and in support of my request I hereby certify that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

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**3. PURPOSE OF REQUEST**

Please check Yes or No for each of the following questions:

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| A. I am requesting the public records identified in Section 1 above to use the records, or the information derived therein, for sale, resale, solicitation, or advertisement for sales or services. | <input type="checkbox"/> | <input type="checkbox"/> |



Thomas G. Smith, Mayor

- B. I am, or represent, news media or a non-profit, scientific or academic organization.
C. The principal purpose of this Request for Public Records is to access and disseminate information concerning news and current or passing events.
D. The principal purpose of this Request for Public Records is for articles of opinion or features of interest to the public.
E. The principal purpose of this Request for Public Records is academic, scientific, or public research or education.

Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. 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

4. REQUEST FOR MAIL DELIVERY

- I request that the City mail copies of the requested public records to me at the address set forth in Section 5 below. I hereby agree to pay the actual postage for mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the City Hall because:
I do not request mail delivery of any of the requested public records

5. REQUESTOR

- A. Name of Requestor:
B. Name of person for whom records are being requested (if not Requestor):
C. Address for Responses, Decisions, and Communications:



**CITY OFFICES**  
100 West Fourth Street  
Waterloo, Illinois 62298  
618.939.8600  
Thomas G. Smith, Mayor

D. Telephone Numbers of Requestor

Day: \_\_\_\_\_

Evening: \_\_\_\_\_

E. Email: \_\_\_\_\_

6. **SIGNATURE OF REQUESTOR**

By signing this Request, I acknowledge and represent that I have reviewed, and that I understand, The City of Waterloo Policy and Procedure of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date