

VILLAGE OF SOUTH PEKIN
FREEDOM OF INFORMATION REQUEST

Requestor's Name _____ Date Request Received _____

Address _____ Agency _____

Name of person receiving request

Title

Records sought (be specific):

Signature of Requestor

The agency will respond to a request for public records within seven working days after it receipt. If your requests is denied, you may file an appeal. Appeals should be addressed to the head of the agency.
(for agency use only)

Response:

Records made available [] Fee: \$ _____

Request denied and why? [] _____

Copies made Yes [] No [] How many? _____

Other (attach correspondence): _____

Signature _____

Date _____

Agency comments (time, copy cost, etc.)

