

CITY OF MENDOTA, ILLINOIS
FOIA REQUEST FOR PUBLIC RECORDS

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Send to: Emily McConville, Freedom of Information Officer
800 Washington Street
Mendota, IL 61342
Telephone: 815-539-7459
Fax: 815-538-7029
E-mail: emcconville@mendotacity.com

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone (Optional): _____ E-mail (Optional): _____

Fax (Optional): _____

Records Requested: **Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

Is this request for a Commercial Purpose? YES or 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 requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive 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. 5 ILCS 140/6(c)).

Fees - The City of Mendota will not charge fees for FOIA requests that are accepted digitally and are able to be emailed. If you are requesting physical copies, the first 50 pages are free and \$0.15/page thereafter.