

Village of Lena

**REQUEST FOR DOCUMENT UNDER THE FOIA**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_

Specify records requested: \_\_\_\_\_

Reason for request: \_\_\_\_\_

This request is for \_\_\_\_\_ copy/reproduction work, or for inspection \_\_\_\_\_ (initial choice).

Certification is not needed \_\_\_\_\_ or a certification statement per page \_\_\_\_\_ is requested (initial choice).

I hereby certify that I am not making this request for the purpose of violating individual privacy, or for furthering a commercial enterprise, or to disrupt the legitimate work of the office to which this request is directed.

\_\_\_\_\_  
Signature

This office will respond to a request for public record(s) within five working days after its receipt. If your request is denied, you may file an appeal. Appeals should be addressed to: **Dennis Bergman, President, Village of Lena, P.O. Box 607, Lena, Illinois 61048-0607.**

\_\_\_\_\_  
**(for office use only)**

Request received by: \_\_\_\_\_

Date request received: \_\_\_\_\_ Date response due: \_\_\_\_\_

Notified requester records are ready \_\_\_\_\_

Date documents/materials given to requester: \_\_\_\_\_

Charge assessed for photocopy/reproduction work: \_\_\_\_\_

Date letter mailed to requester denying above request: \_\_\_\_\_

Reason for denial \_\_\_\_\_

Date denial reviewed: \_\_\_\_\_ by: \_\_\_\_\_

Date denial reviewed \_\_\_\_\_ by: \_\_\_\_\_

Date denial affirmed/reversed and requester notified by mail: \_\_\_\_\_

Extended time needed because: \_\_\_\_\_

Date requester notified by mail: \_\_\_\_\_

Revised

1 January 2010