

VILLAGE OF LENA
MUNICIPAL RECORDS DIRECTORY
January 2013

Any person desiring to view/review and/or obtain copies or reproductions of the Village's public records should obtain a request form from and submit it to the Office of the Village Clerk located at 122 East Main Street between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

The Village's public records are maintained in the Village Hall, Police Department, Cemetery Office, Water Works, Sewer Works, and Street Department.

The fees for copying and/or reproducing any of the Village's non-exempt public records are as follows:

- \$.15 per paper page after the first 50 pages;
- \$1.00 per certification statement per *record (amend 7/11/05) (Notes # 1, 2, and 3);
- \$2.00 per computer (floppy) disk (Windows 98 and Microsoft Word 97 only);
- \$5.00 per audio tape; (amend 7/11/05)
- \$10.00 per video tape; and

Note #1: A certification statement attests only that the copy is a true and valid copy of the source document, nothing else.

Note #2: Does not include copy charges.

Note #3: Not applicable to computer disks, and audio and video tapes.

*For purposes of this Section, "Record" shall mean any categories of documents kept by the Village. If such records are kept, and categorized by date, a request for multiple dates of the same type of record shall constitute a request for separate records.