

**Request for Information From the Village of Deer Creek, Illinois
Under the Illinois Freedom of Information Act**

To: Lori Lewis
Freedom of Information Officer
Village of Deer Creek
101 W. First Street
Deer Creek, IL 61733

From:
Name (Please print): _____
Street Address: _____
City/State/Zip: _____
Home Phone: _____ Work Phone: _____

I hereby request to inspect/copy the following records: _____

_____ **This request is for Commercial Purposes** (You *MUST* state whether your request is for a commercial purpose. A request is for a "commercial purpose" if all or any part of the information will be used in any form for sale, resale, or solicitation or advertisement for sales or services. Failure to disclose whether a request is for a commercial purpose is a prosecutable violation of FOIA.)

Signature of individual making request: _____

I hereby verify that I received on the date so noted those records requested which are available for inspection under the Freedom of Information Act.

Signature: _____ Date: _____

*****Office Use Only*****

The records so requested have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act.

The records requested were presented at:

_____ on the _____ day of _____, _____
Time Date Month Year

_____	_____	_____	_____	_____
Date Request Received	Date Response Due	Date Extended Response Due	Total Charges	Date Documents Copied or Inspected

Signature, title and department of employee presenting records for inspections:
