

CITY OF AURORA

**REQUEST FOR PUBLIC RECORDS
OFFICIAL REQUEST FORM****INSTRUCTIONS AND INFORMATION**

- a. In Section 1, describe the public records that you wish to inspect or to have copied or certified. Please be precise about what records you seek. You may use a separate sheet if necessary. Please indicate whether you want to inspect documents or obtain copies, or both.
- b. By submitting this Request Form, you are agreeing to pay to the City, in advance of receiving copies of any public records, the copying fees set forth in Section 2.
- c. In Section 3, indicate the purposes for which you are requesting the public records identified in Section 1. You must provide the information in Section 3.
- d. You must provide the information requested in Section 4.
- e. You must sign the statement set forth in Section 5.

The City will disclose the public records requested on this Request Form within 21 Business Days after the receipt of this Request Form for all requests made for commercial purposes, and within five Business Days for all other requests, unless the applicable response period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefore. The Requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et. seq.*

DESIGNATED FREEDOM OF INFORMATION OFFICERS CITY OF AURORA

Aurora Police Department Requests Only

Lieutenant Scott Brosi

JoAnn Osberg (630) 256-5722

Luly Godinho Phone (630) 256-5727

1200 East Indian Trail Road, Aurora, Illinois 60505

All Other Department Requests

Nancy Warren (630) 256-3060

City of Aurora Law Department

5 East Downer Place, Suite F, Aurora, Illinois 60506



2. Agreement to Pay Fees (check/complete A, B, or C below)

A. Unless I have requested and received a waiver under Subsection C of this Section, I will pay the following fees for the public records copied at my request:

1. Copies – 8 ½ x 11 or 8 ½ x 14, Black and White

First 50 Pages

Free

Additional pages

\$.15 per page

2. Other types of records @ actual cost of reproduction \$ _____

B. I agree that I will pay the actual costs that the City incurs in connection with the copying services, and the fees stated in items 1 and/or 2. I further agree that the fees stated in items 1 and 2 above will not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, I agree to pay the actual cost of purchasing the medium.

C. I request a waiver of the fees set forth in Subsection A, and in support of my request I hereby certify that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

3. Purpose of Request

Please check Yes or No for each of the following:

Yes

No

A. I am requesting the public records identified in Section 1 to use the records, or the information derived therein, for sale, resale, solicitation, or advertisement for sales or services.

B. I am, or represent, news media or a non-profit, scientific or academic organization.

If you answered Yes to Item 3B, please check Yes or No for each of the following:



- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| C. The principal purpose of this Request for Public Records is to access and disseminate information concerning news and current or passing events. | _____ | _____ |
| D. The principal purpose of this Request for Public Records is for articles of opinion or features of interest to the public. | _____ | _____ |
| E. The principal purpose of this request for Public Records is academic, scientific, or public research or education. | _____ | _____ |

Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

4. Method of Delivery

E-Mail _____ Fax _____ Mail _____ In Person _____

5. Requestor

A. Name of Requestor: _____

B. Address of Requestor:

C. Contact Information of Requestor:

Work: _____

Home: _____

Cell: _____

Fax: _____

Email: _____

6. Signature of Requestor



Please Print Your Name

Signature of Requestor

Date

"THE BELOW BOX IS FOR CITY USE ONLY"

	Date
APPROVED:	_____
DENIED:	_____
Intent to Deny sent to PAC	_____
NUMBER OF DAYS TO RESPOND:	_____
Date Received	_____
Deadline to Respond	_____
Deadline to Respond (if extension)	_____
Fee charged	_____

Signature of Individual Processing FOIA Form	

Please Print Name and Title	