THE VILLAGE OF ARTHUR ILLINOIS

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.

   Indicate whether you request only to inspect the public records at the Village Hall or whether you also request to have the public records copied or certified by checking the appropriate spaces.

b. By submitting this Request Form, you are agreeing to pay to the Village, in advance of receiving copies of any public records, the copying and certification fees set forth in Section 2.

   The fees set forth in Section 2 may be waived or reduced by the Freedom of Information Officer on determination and proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a fee waiver or reduction, you must complete and sign the statement set forth in Subsection 2.B.

c. In Section 3, indicate the purpose for which you are requesting the public records identified in Section 1. You must provide the information in this Section.

d. The Village will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for you to inspect or pick up the copies at Village Hall and then only upon advance payment of the actual cost of postage, If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section 4.

e. You must provide the information requested in Section 5

f. You must sign the statement set forth in Section 6.

The Village 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 therefor. 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.*

To: Freedom of Information Officer
Village of Arthur, Illinois
120 E. Progress Street / PO Box 139
Arthur, Illinois 61911-0139

1. Request for Records

I request the following public records of the Village:

Records Requested	inspect	copy	certify
_____	____	____	____
_____	____	____	____
_____	____	____	____
_____	____	____	____
_____	____	____	____
_____	____	____	____
_____	____	____	____

2. Agreement to Pay Fees

A. Unless I have requested and received a waiver under Subsection B of this Section, I will pay the following fees for the public records copies or certified 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 side

2. Certification — $1.00 per record plus copy cost

I agree that I will pay the actual charges that the Village incurs in connection with the copying services, and that the fees stated in items 1 and 2 above will not apply, if (i) the Village must use an outside vendor to copy a public record that is not 8 ½ x 11 or 8 ½ x 14, Black and White; or (ii) the requested records are of a type not listed above. 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.

B. I request a waiver of fees set forth in Subsection A above, 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 questions:

	Yes	No
A. I am requesting the public records identified in Section 1 above 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.	____	____
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. Each request for a public record or category of public records made in violation of this requirement (whether made as part of a single or multiple written requests) shall be subject to a fine of $750 and such other penalties allowed by law.

4. Request for Mail Delivery

____ I request that the Village mail copies of the requested public records to me at the address set forth in Section 5 below. I hereby agree to pay the actual postage for mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the Village Hall because:

_____

_____

____ I do not request mail delivery of any of the requested public records.

5. Requestor

A. Name of Requestor: _____

B. Name of person for whom records are being requested (if not Requestor):

_____

C. Address for Responses, Decisions, and Communications:

_____

_____

_____

_____

D. Telephone Numbers of Requestor:

Day: _____

Evening: _____

E. E-Mail Address _____

6. **Signature of Requestor**:

By signing this Request, I acknowledge and represent that I have reviewed, and that I understand, The Village of Arthur Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

_____

Signature of Requestor

_____

Date

ARTHUR, ILLINOIS

Fiscal Year 2010-11

The purpose of the Village Board of Arthur, Illinois is the administration of the Village of Arthur and provision of services to its residents. The Village President and Board of Trustees exercises control over policies and procedures.

* The organizational chart is as follows:

Village President
|
Comptroller—Board of Trustees—Clerk
|
Committees:
Community Relations, Finance, Police, Street & Alley, Water & Sewer, Planning & Zoning Board, Zoning Appeals Board

Current Board members are:
Village President – Ronald L. Kingery
Clerk – Jennifer Perrine
Trustees – R. Matthew Bernius, Terry L. Clark, Iris L. Dicks, Karen J. Good, Mike McWilliams, Larry E. Miller

Advisory Boards are:
Planning & Zoning Board – Ronald Jurgens, Dave Crist, Darrell Jearn, Sr., William Salrin, Cheryl Hilgenberg, Phillip Kitchen, David Tiffan
Zoning Appeals Board – Kerry Pate, James Yoder, Sam Petersheim, Virgil Chandler, John Mammoser, Duane Hopkins, R.D. Beals

* The 2010-11 approved appropriations is $3,888,882. The 2010-11 proposed operating budget is $1,629,613.

* Current Employees: Full-time – 8; Part-time - 10