



## United City of Yorkville

651 Prairie Pointe Drive  
Yorkville, Illinois 60560  
Telephone: 630-553-4350  
www.yorkville.il.us

FOIA Officers for City Records/Information:  
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Email: FOIA@yorkville.il.us

*For FOIA Officer Use Only:*

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

Response Due Date: \_\_\_\_\_

Extended Due Date: \_\_\_\_\_

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### UNITED CITY OF YORKVILLE REQUEST FOR RECORDS UNDER THE FREEDOM OF INFORMATION ACT

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Commercial Request means the use of any part of a public record in any form for sale, resale, or solicitation or advertisement for sales or services.

Is this a Commercial Request? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Requester \_\_\_\_\_

Request is made on behalf of (self or name of business/organization)

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

In order to expedite the search for records, please describe as accurately and specifically as possible the records you are requesting.

#### Description of Records Requested:

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#### Request is Made:

\_\_\_\_\_ To inspect the records described above.

\_\_\_\_\_ For a paper copy of the records described above.

\_\_\_\_\_ For the records described above to be provided via CD.

\_\_\_\_\_ For the records described above to be provided via email. (Size limit on email is 10 MB)

\_\_\_\_\_  
Signature of person making this request

\_\_\_\_\_  
Date of Request

For Non-commercial Requests, the United City of Yorkville will respond to this request within five (5) working days after the receipt of request.

For Commercial Requests, the United City of Yorkville will respond to this request within 21 working days after the receipt of request.

A fee to cover the cost of copying records, but not to include the cost of an employee's time to research and copy the records, will be charged at the following rates: The first 50 pages of 8 ½ x 11, 8 ½ x 14, or 11 x 17 size paper are free; documents over 50 pages are 15 cents a page for 8 ½ x 11, 8 ½ x 14, or 11 x 17 size paper. Oversize copies are \$3.00 per page for 24" x 36" size paper and \$10.00 per page for 42" x 66" size paper. Audio tapes are \$1.30; CDs and DVDs are \$.035.