



# Village of Riverdale

FOIA/Public Information Officer  
Phone (708) 841-2200 \* Fax (708) 841-7587  
kholcomb@villageofriverdale.net  
awayne@villageofriverdale.net

## FREEDOM OF INFORMATION REQUEST FOR INSPECTION AND/OR COPYING PUBLIC RECORDS

NAME OF REQUESTER: \_\_\_\_\_

ADDRESS OF REQUESTER: \_\_\_\_\_

DAYTIME PHONE NO. \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

PROPERTY ADDRESS OF REQUEST: \_\_\_\_\_

DESCRIBE IN DETAIL EXACTLY WHAT PUBLIC RECORDS YOU ARE REQUESTING:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspection of Records only \_\_\_\_\_ Copies to be picked up \_\_\_\_\_ Certified? (Y/N) \_\_\_\_\_

The Village of Riverdale will respond to the above request within five (5) working days from the above date unless one or more of the reasons for an extension of time provided for in Section 3(d) of the Act are invoked by the District. I understand that I may be charged up to \$.15 per page (letter size and legal size) which is the cost of reproducing such records. There is an additional fee of \$.50 per document for certification (if requested). I further understand that these records are not to be used for commercial gain.

\_\_\_\_\_  
Signature of person making requests

Routing: FOR OFFICE USE ONLY

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

\_\_\_\_ Clerk      \_\_\_\_\_ Building & Zoning      \_\_\_\_\_ Police      \_\_\_\_\_ Public Works

\_\_\_\_\_ Date Requester Contacted

*"A Village with a Vision"*