



Village of Riverdale

FOIA/Public Information Officer
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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 _____

Email: 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"