



REQUEST FOR PUBLIC RECORDS

Date _____

Optional Information:

Name: _____

Phone: _____

Documents requested: **Please be very specific**

- Public records are available for inspection during regular business hours, with the exception of published holidays.
- Copies of public records will be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any administrative or legal review of the requested record.
- Copies of public records will be charged as follows:

8½ x 11 or 14 black & white copy	5¢ per page
11 x 17 black & white copy	10¢ per page
8½ x 11 or 14 color copy	10¢ per page
11 x 17 color copy	20¢ per page
Police Reports	\$2.00 each report

Records provided in other media (i.e. audiotape, videotape, CD, DVD, photographs, floppy disc, etc.) are charged at actual cost of materials, fees, and charges incurred by the Village. There is no charge for documents which are able to be formatted and e-mailed to the requester. Records may be mailed provided the requester pays the actual cost of postage and mailing supplies.