



Village of Fox River Grove

305 Illinois Street

Fox River Grove, Illinois 60021

Village Hall: (847) 639-3170, Fax (847) 639-9876

www.foxrivergrove.org

FOIA INFORMATION

FOIA OFFICERS:

Donna M. Brouder
Barbara A. Majkrzak
Audra Payton-Smith

FOIA requests must be submitted in writing via personal delivery, mail, fax, e-mail, etc. The Village of Fox River Grove has created a FOIA Request for Public Records form that can be used. FOIA Requests will be responded to within 5 business days after receipt of the request. In order to expedite the search for the records, please be as specific as possible. The first 50 pages of black and white, letter or legal sized copies (8 ½ x 11 or 8 ½ x 14) are free, additional pages will cost 15 cents per page. Color copies or abnormal size copies will be charged the actual cost of copying.

The purpose of the Village Clerk's Office is to maintain the Village's records, act as public liaison for questions, information and resolving issues as the point of first contact, issue licenses and permits, register voters, issue water billing and provide fast, friendly service to residents and customers.

Currently the Village of Fox River Grove has 29 employees. The FY 2010-2011 Budget has expenses of \$10,849,650 and revenue of \$10,709,632.

Request Form on next page



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REQUEST FOR PUBLIC RECORDS

NAME:

ADDRESS:

TELEPHONE NUMBER:

DATE OF REQUEST:

Please describe the public records you are requesting. In order to expedite the search for the records, please be as specific as possible.

The Village of Fox River Grove will respond to this request within five (5) business days. There is no charge for the first 50 pages of black and white, letter or legal size copies, after which the cost will be \$0.15 per page. Fee Waiver requests must be made to the Village President in writing and state how the requested information primarily benefits the general public.

Signature of Person Making Request

(FOR OFFICE USE ONLY)

DEPARTMENT: _____ Police
_____ Building & Zoning
_____ Streets & Parks
_____ Water & Sewer
_____ Administration
_____ Other