

**Village of Brimfield  
FOIA Requirements/Procedures**

**Freedom of Information Request**

Village of Brimfield under the Illinois Freedom of Information Act.

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

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby request to inspect the following records (list records sought. Please be specific)

\_\_\_\_\_  
\_\_\_\_\_

The Village of Brimfield will respond to the above request within the appropriate time frame in which the Freedom of Information Act allows.

Signature of person making request: \_\_\_\_\_

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**For Official Use Only**

The records requested have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act, except for the following records:

\_\_\_\_\_  
\_\_\_\_\_

Reasons access was denied to the above records (specify section of the Illinois FOIA which applies):

\_\_\_\_\_  
\_\_\_\_\_

The records requested were presented for inspection to the applicant on: \_\_\_\_\_

\_\_\_\_\_ Signature of employee presenting records for inspection

Of the records requested, copies were provided to the applicant on: \_\_\_\_\_

\_\_\_\_\_ Signature of employee presenting records for inspection

Fee collected: \_\_\_\_\_ See fee schedule for appropriate costs.