

VILLAGE OF COAL CITY  
APPROVAL OF REQUEST FOR PUBLIC RECORDS

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

On \_\_\_\_\_, the Village received your request for the inspection, copying, or certification of certain Village public records ("**Your Request**").

**I. Approval of Request**

Your Request is hereby approved to the following extent as to the following public records ("**Specified Records**"):

Inspection: The following public records will be made available for your inspection at the Village Hall as indicated in Section II below:

\_\_\_\_\_

Copies for Pick-Up: Subject to payment of any required fees pursuant to Section III below, copies of the following public records will be made available for pick up by you at the Village Hall as indicated in Section II below:

\_\_\_\_\_

Certified Copies for Pick-Up: Subject to payment of any required fees pursuant to Section III below, certified copies of the following public records will be made available for pick up by you at the Village Hall as indicated in Section II below:

\_\_\_\_\_

**II. Appointment for Inspection or Pick-up**

The Specified Records will be made available for inspection or pick-up at the Village Hall, at 515 S. Broadway, Coal City, IL 60416. You must call the FOIA Officer at the Village Hall at (815) 634-8606 to schedule an appointment for inspection or pick-up of the Specified Records. If you do not make and appointment to inspect or pick up the Specified Records on or before the thirtieth calendar day after the date of this notice, the Specified Records may be refiled and will be made available to you only upon the filing of a new Request for Records.

**III. Copying and Certification Fees**

No copies or certified copies of the Specified Records will be provided to you until the following applicable fees have been paid. Fees must be paid in cash, by cashier's or certified check, or by money order. However, no charge will be assessed for the first 50 letter or legal size black and white copies for a Requestor.

Regular Copy Cost: \$ \_\_\_\_\_ ( \_\_\_ sides at \$.15 per side)

Oversize/Color Copy Cost: \$ \_\_\_\_\_ (actual cost of reproduction)

Certification Cost: \$ \_\_\_\_\_ ( \_\_\_ documents at \$1.00 each)

Outside Vendor Cost: \$ \_\_\_\_\_ (See attached invoice)

Total Fee: \$ \_\_\_\_\_

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The following provisions marked with an "x" apply to your request:

- Your fees have been paid in full.
- You owe no fee.
- Your request for a fee waiver or reduction has been approved in the following amount:  
\$ \_\_\_\_\_
- You have previously deposited the following amount: \$ \_\_\_\_\_
- A balance is now due in the following amount: \$ \_\_\_\_\_

**IV. Mailing of Records**

- Your request that the Village mail the Specified Records to you has been approved. However, before the Village will mail the Specified Records, you must pay the balance, if any, indicated in Section III above and the following additional amount to cover the cost of postage: \$ \_\_\_\_\_.

Dated: \_\_\_\_\_.

VILLAGE OF COAL CITY

By: \_\_\_\_\_  
FOIA Officer