

Send Request to: FOIA Officer

304 S. Indiana Ave.

Kankakee, IL 60901

Fax No.: 815-933-0528

e-mail address: FOIA@citykankakee-il.gov

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

No. 21 - \_\_\_\_\_

**CITY OF KANKAKEE**  
**REQUEST FOR PUBLIC RECORDS**

The City of Kankakee responds to all public record requests in accordance with the Illinois Freedom of Information Act (FOIA), 5 ILCS 140 *et seq.* A response to a request for records for non-commercial purposes will be made within five (5) business days after receipt of the request. The City of Kankakee will require full payment of fees, if any, prior to the disbursement of the request for non-commercial purposes.

**SPECIFIC DESCRIPTION/TITLE**

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

*Provide as much specific detail as possible to help identify the information that you are seeking. Include all pertinent information such as Department location of Document, Description of Document, Date, Address, Time Frame, and Name. Additional pages may be attached, if necessary.*

- I request electronic copies sent to the email address provided.
- I request to inspect these public records in person during regular office hours.
- I request \_\_\_\_\_ paper copies of these records and I understand that the first 50 pages of copies  
(specify number of copies here)  
will be free of charge and thereafter I will pay .15¢ per page for any copies. Actual costs of copying will be charged for maps and other similar documents. Color Copies are .25¢ per page for any copies. Electronic data on a compact disc \$5.00 or actual costs for other forms. Certification of any document \$1.00. All such charges must be paid for in advance.
- I request that all fees be waived or reduced.  
*If you are requesting a waiver of any fees for copying the documents, you must attach a statement of the purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).*

Is this request for a commercial purpose                      YES                      NO  
*It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if it is requested to do so by the public body. 5 ILCS 140.3.1(c).*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Cell/ Home Telephone Number

\_\_\_\_\_  
Email Address