



Grafton Township

10109 Vine Street, Unit D Huntley, Illinois 60142

FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS

Email request to: clerk@graftontownship.us,
or call Kathleen Watson, 847.669.3328

Date: _____

IDENTIFICATION OF REQUESTOR:

Name	
Company Name	
Address	
City/State/Zip	
Email Address	
Phone Contact	

REQUESTED INFORMATION:

Provide as much detail as possible. You may attach additional pages if necessary.

Do you want copies of the documents? Electronic Paper

If you want Electronic Copies, in what format? _____

Is this request for a Commercial Purpose? YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purpose without disclosing it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)),

Are you requesting a fee waiver? YES or NO

(If you are requesting that Grafton Township waive 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 5ILCS 140/6(c)).

There is a charge for 51 and/or more pages of black and white legal/letter size copies, all colored and oversized copies, certified copies, actual postage costs for mailing, the cost of the electronic media used, and if a public vendor is used to copy any requested information, you will be charged the actual costs that Grafton Township incurs.