

Village of  
Port Barrington



69 South Circle Avenue  
Port Barrington, IL 60010-1001  
847-639-7595 • Fax: 847-639-8694  
portharrington@comcast.net

Village President – MIKE HEAD

Village Clerk – NANCY BACHAL

**FREEDOM OF INFORMATION REQUEST**

The following information is requested in accordance with the Illinois Freedom of Information Act (FOIA – 5 ILCS 140) Illinois Compiled Statutes. I understand that the cost for copies of information or documents requested is \$.15 per page after the first 50 pages (letter or legal size.) Payment is required in advance, prior to receiving copies.

Is this request for Commercial Purposes? (yes/no)\_\_\_\_\_

I would like to:

\_\_\_\_\_Inspect the following information/documents.

\_\_\_\_\_Receive copies of the following information/documents.

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

Name \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Fax \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY:

Received By: \_\_\_\_\_

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

Time Taken To Complete: \_\_\_\_\_

5 Business Day Response Deadline: \_\_\_\_\_

21 Business Day Response Deadline: (Commercial Requests): \_\_\_\_\_

Date Response Made: \_\_\_\_\_

Approved: \_\_\_\_\_

FOIA Officer

Review of Ordinances and meeting minutes may be reviewed or copied without the prior approval of the FOIA Officer.