

FOIA DIRECTORY

FOIA OFFICER – Melody Hall

ADDRESS – Village of North Henderson

FOIA Officer

PO Box 101

North Henderson, IL 61466

Email – villagenh@gmail.com

Website – villageofnorthhenderson.myruralwater.com

HOW TO REQUEST – Walk in, Mail, or email

INFORMATION REQUIRED

1. Walk In- fills out information on the form
2. Mail – Date of Request (Date letter is written)
 - Contact Information – Name and Address
 - Requested Information
 - If commercial request or not
 - How Request is to be returned
 - Signature
3. Email – Date of Request
 - Contact Information
 - Requested Information
 - If commercial request or not
 - How to return Information
 - Email Address

FEES – Free for the 1st 50 copies then 0.15 per page there after

ITEMS AVAILABLE

1. Ordinances
2. Minutes & Treasurer's Report
3. Billing Information
4. EPA/Consumption Reports
5. Bills
6. Bank Statements less account numbers

ITEMS REDACTED/ DENIED

1. Signatures
2. Social Security Numbers
3. Addresses
4. Personal Identifiers
5. Account Numbers
6. Any items that may be found on the Village's Website

FOIA WALK-IN REQUEST FORM

****Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA Request.**

TO: FREEDOM OF INFORMATION ACT OFFICER – VILLAGE OF NORTH HENDERSON

Date Requested (required): _____
Name of Requester (required): _____
Street Address/ PO Box (required): _____
City/State/Zip (required): _____
Telephone: _____ Fax: _____
E-Mail: _____

Records Requested: Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

How do you want the documents? ☐ Electronic ☐ Paper
If Electronic in what format? _____
How should FOIA be returned? ☐ Mail ☐ E-Mail ☐ Pick Up

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 requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? ☐ yes ☐ no
(If you are requesting that the public body 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. 5 ILCS 140/6(c)).

Signature of Requester _____

FOR OFFICIAL USE ONLY

Date Received _____ Date response due _____
Date Returned _____ Returned By: ☐ E-Mail ☐ Mail ☐ Pick Up
Number of Pages (including request sheet and response letter) _____

FOIA EMAIL REQUEST FORM

****Note to Requester:** Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA Request.

TO: FREEDOM OF INFORMATION ACT OFFICER – VILLAGE OF NORTH HENDERSON

Date Requested (required): _____
Name of Requester (required): _____
Street Address/ PO Box (required): _____
City/State/Zip (required): _____
Telephone: _____ Fax: _____
E-Mail: _____

Records Requested: Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

How do you want the documents? ☐ Electronic ☐ Paper
If Electronic in what format? _____
How should FOIA be returned? ☐ Mail ☐ E-Mail ☐ Pick Up

Is this request for a Commercial Purpose? ☐ yes ☐ no
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Signature of Requester _____

FOR OFFICAL USE ONLY

Date Received _____

Date response due _____

Date Returned _____

Returned By: ☐ E-Mail ☐ Mail ☐ Pick Up

Number of Pages (including request sheet and response letter) _____