



## REQUEST FOR PUBLIC RECORDS

To: Michael Clark  
FOI Officer  
327 W. Wilson St.  
Batavia, IL 60510  
Ph: 630-879-5235  
Fx: 630-879-9537

Today's Date: \_\_\_\_\_

From: \_\_\_\_\_

Name

Address

Phone number

E-Mail

Description of requested record(s):

Please indicate how you would like to inspect the above captioned records:

\_\_\_\_\_ Inspect      \_\_\_\_\_ Copy      \_\_\_\_\_ Both

Would you like the above captioned records to be certified? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Date Received: \_\_\_\_\_ Response Due Date: \_\_\_\_\_

Notes: