



## CITY OF TRENTON REQUEST FOR RECORDS

To: Freedom of information officer, City of Trenton, 14 West Broadway, Trenton, Illinois 62293

### Requester Information

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Describe below the public records that you are requesting. To expedite the search, be as specific as possible. If known, include date(s) of requested records.** \_\_\_\_\_

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

The records above are requested for:  Inspection  Copy  Certification  Electronic

(Standard black and white photocopies will be provided at no charge for the first fifty (50) pages. Requestor will be charged \$ 0.15 per page beyond fifty. Color copies are \$0.20 per page. Certification is \$1 per document.)

Is this request being made for 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)).

The City of Trenton will respond to this request within five (5) business days. If responding to the request requires an extension of time up to five (5) additional days, the requestor will be sent notice in writing. Commercial requests will receive a response within twenty-one (21) business days.

\_\_\_\_\_  
(Requestor Signature)

\_\_\_\_\_  
(Date)

For office use only: Check approved or Denied  Approved

Denied

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_ Date due: \_\_\_\_\_

E-Mail Pickup Mail (circle) Documents made available on: \_\_\_\_\_ Fees collected: \_\_\_\_\_

Certification?  Yes  No If denied, attach reason. Attach a copy of written responses for file.

Mail or deliver to: Karen Buzzard, FOIA Officer, 14 W. Broadway, Trenton, IL 62293

Facsimile: (618) 224-9136, email: [kbuzzard@trenton-il.com](mailto:kbuzzard@trenton-il.com)

For Police requests: Chris Joellenbeck, FOIA Officer, 25 W. Indiana St, Trenton, IL 62293

Facsimile: (618) 224-7070. Email: [cjoellenbeck@trenton-il.com](mailto:cjoellenbeck@trenton-il.com)