

**City of Oregon**

115 N. 3<sup>rd</sup> St. • Oregon, IL 61061

Phone: (815)732-6321 • Fax: (815)732-7292

~ **Freedom of Information Request** ~

To: **Darin DeHaan, City Administrator**  
115 N. 3<sup>rd</sup> St.  
Oregon, IL 61061

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

Please provide the following information required to inspect and/or copy records:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Please describe the records you are requesting:

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

Is the request for commercial purposes?     Yes     No

Please indicate whether this is an inspection or copy of records:     Inspection     Copy

Do you want certified copies?     Yes     No

Signature of Requestor: \_\_\_\_\_

***Warning: Any information received from this office should not be used to violate individual privacy nor for the purpose of furthering a commercial enterprise.***

No charge for the first 50 pages of black and white, \$0.15 per page thereafter. If in color, the cost will be the actual cost of reproducing the records.

The office will respond to a request for public records within 5 working days after receipt. If request is for commercial purposes the office will respond within 21 working days after receipt. If your request is denied, you may appeal. Appeals should be addressed to: Darin DeHaan, City Administrator 115 N. 3<sup>rd</sup> St., Oregon, IL 61061

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**For Office Use Only**

Records available?     Yes     No

Copies made?     Yes     No

Request denied/ reason: \_\_\_\_\_

How many: \_\_\_\_\_

\_\_\_\_\_

Fee: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Comments: \_\_\_\_\_

\_\_\_\_\_