

City of Oregon

115 N. 3rd St. • Oregon, IL 61061

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

~ **Freedom of Information Request** ~

To: **Darin DeHaan, City Manager**
115 N. 3rd St.
Oregon, IL 61061

Date: _____

Email form to: foia@cityoforegon.org

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 Manager 115 N. 3rd 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: _____
