



CITY OF HILLSBORO

MONTGOMERY COUNTY, ILLINOIS

447 South Main Street
 Hillsboro, IL. 62049
 (217) 532-5566 FAX (217) 532-5567

County Seat
 Montgomery County

Established 1823

Hillsboro City Council
 Regular Meeting, 7 p.m.
 First & Third Tuesdays

City of Hillsboro FOIA Request			INSTRUCTIONS Requestor should fill in the REQUEST portion (top half) and sign the REQUESTOR'S SIGNATURE box. Send no money at this time. Unless notified otherwise, the agency's response — APPROVED, DENIED OR DEFERRED — will be sent back within five working days after receipt of this form.	
447 S. Main St., Hillsboro, IL 62049				
Requestor's Name (or business name if applicable)				
Street Address			Requestor's Phone Number	Date of Request
			()	/ /
City	State	Zip	Requestor's Signature	

DESCRIPTION OF RECORDS REQUESTED REQUESTING COPIES TO INSPECT RECORDS

City of Hillsboro Response

The documents requested are enclosed

The documents will be made available upon payment of copying costs..... \$ _____

You may inspect the records at _____
 On the following date: _____.

This request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act. Please attempt to narrow the scope of your request and resubmit.

The materials requested are exempt from F.O.I.A. for the following reasons:

RIGHT TO APPEAL — If desired, submit a letter stating reasons for appeal along with copies of this original request to the Public Access Counselor, 500 S. Second St, Springfield, IL 62076 (217) 814-5526

Request delayed for the following reasons (in accordance with 3(d) of the FOIA):

You will be notified by the Date of _____ as to action taken on your request.

Signed by: _____ Title: _____ Date of Reply: _____