CITY OF HILLSBORO

MONTGOMERY COUNTY, ILLINOIS

447 South Main Street
Hillsboro, IL. 62049-0556
(217) 532-5566 (217) 532-6615 FAX (217) 532-5567

County Seat
Montgomery County

Established 1823

Hillsboro City Council
Regular Meeting, 7 p.m.
Second & Fourth Tuesdays

City of Hillsboro FOIA Request			INSTRUCTIONS
447 S. Main St., Hillsboro, IL. 62049-0556			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.
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 62706 (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 _____

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