

Pursuant to the State of Illinois Public Act 096-0542- Illinois Open Meeting and Freedom of Information Act, Listed are FOIA Officer for the Village of Virgil

Cheryl O'Brien
Village Clerk
5N939 Meredith Road, Ste. 2,
Virgil, IL 60151
Phone: 630-365-6677
E-mail: clerk@villageofvirgil.net

Request for information shall be submitted in writing to the Village of Virgil FOIA Officer. Requests may be submitted by mail, or e-mail. To assist the Village in replying to your request, it is suggested that a FOIA form (see below) be used. A copy of this form may also be obtained at the Village Office.

Fees for copies of records are as follows:

- Black and white copies (letter or legal size) - No Charge for the first 50 pages. A charge of 0.15 cents will be charged thereafter.
- Color Copies- Currently not available at Village Office.
- Certification \$1.00
- Comprehensive Zoning Plan/Book- \$10.00 for entire plan/book
- Mailing- Cost of Postage

All fees must be paid prior to the release of public records. Documents are furnished free of charge or at a reduced rate if a reduction or waiver of fees is in the public interest, in that it is for the health, safety welfare or legal rights of the general public; and it is not for the principal purpose of personal or commercial benefit.

Information Available

Audits		Development Information:
Bids and Proposals		Plats, Plans
Service Contracts		Illinois Department of Natural Resources information
Building Permit:		Letters of Credit / Subdivision Bonds
Applications Inspection Reports Contractor Listing		Illinois Environmental Protection Reports
Rules and regulations		Petitions for:
Bid Records		Annexation
Training Records		Rezoning
Lien Records		Special Use
		Variances
Financial Records:		Zoning
Vendors		Personnel Manual
Payables		Safety Manual
Receivables		Agreements and Contracts:
Vouchers		Intergovernmental
Fees		Consulting
Salary Schedules		Purchase or Lease
Annual Budget		Franchise
Board Policies		Treasurer's Report
Equipment Listing		Ordinances
Meeting Agendas		Meeting Minutes
Police Reports		Liens
Vehicle Information		Resolutions
Proclamations		Village Maps
Personnel Manual		Personnel Files
Salary Schedules		Training information
Snow and Ice Control		Refuse



V I L L A G E O F V I R G I L

Village of Virgil request for Information or records pursuant to the State of Illinois' Freedom of Information Act

FOIA# _____

DATE OF REQUEST _____

E-mail clerk: clerk@villageofvirgil.net

Mail form to 5N939 Meredith Road, Suite 2, Virgil, IL 60151

Questions Please Call Cheryl O'Brien at Village Office (630) 365-6677

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: Home: _____ Office: _____

EMAIL ADDRESS: _____

Please indicate if you wish to review material or require copies.

Electronic Copy

In person = Inspect

Mail Copy

In order to expedite the search for records, please use the attached sheet to specify what records you are requesting. The Village of Virgil will respond to this request within five (5) working days. (If request requires an extension, five additional working days will be requested, and you will be sent a correspondence in writing stating a request for an extension.)

Signature of person making request: _____

OFFICE USE ONLY

APPROVED

DENIED

Signature of FOIA Officer

Please Print Name

