

WAYNE TOWNSHIP, ILLINOIS

A-1.

REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

1. Identification of person requesting information:
 - a. Name: _____
 - b. Address: _____
 - c. Telephone: _____
 - d. Email address: _____

2. Additional information relating to organization. If this request is on behalf of a public body or business, civic or other organization, please state the following:
 - a. Name of Organization: _____
 - b. Address of Organization: _____
 - c. Department/Title Within Organization: _____

3. Description of public records requested. Please describe the records requested with sufficient detail to allow Township office personnel to determine whether such public record exists and to locate it within a reasonable time:

4. Specify documents of which copies are requested:

5. Will any part of the requested records be used in any form for sale, resale or solicitation or advertisement for sales or services? _____

Signature

Response will be sent via email unless otherwise requested. To avoid delay, print clearly. If request requires more space, write on an additional sheet of paper.

For Township Use Only

Date Received: _____ Time Received: _____ Date Response Due: _____

Notations regarding oral communications or other items:

