



## FOIA REQUEST

Village of Brighton, 206 S Main St, PO Box 458, Brighton IL 62012

Date of Request \_\_\_\_\_ Date Received \_\_\_\_\_

Name & Address of Requestor \_\_\_\_\_

Preferred way to contact requestor?

Telephone # \_\_\_\_\_ Email address \_\_\_\_\_

Is this request for a commercial purpose? \_\_\_ Yes \_\_\_ No

*(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the public body. 5 ILCS 140.3.1 (c)).*

Records Requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking.*

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Do you wish to: (Please check one)

Inspect the documents     Have copies made     Electronic copies through email

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\*The Village of Brighton will respond to the above request within five (5) business days from the date of receipt unless one or more of the reasons for an extension of time provided for in the Freedom of Information Act are invoked by the Village. Commercial requests will take more than 5 days and you will be notified as to the estimated time.

\*\*Fees: 8 ½ x 11 -First 50 pages free; \$.15 thereafter; \$.15 for any/all color copies

\*\*\* Large size prints, maps or blueprints will be the amount charged by a third party copy company

The Village of Brighton provides access to public records as required by the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., as amended. The Illinois FOIA is the principal Illinois law governing access to public records. The Act is based on the principle that people should be able to access public records and information about the workings of government.

Submit a FOIA request to:

**For general records requests:**

Tamara Jenkins  
Village Clerk/FOIA Officer  
206 S Main St, PO Box 458  
Brighton, IL 62012  
618-372-8860

**For police related requests:**

Sgt. Dustin Ford  
Village of Brighton Police Dept.  
206 S Main St, PO Box 458  
Brighton, IL 62012  
618-372-8112

## **RECORDS MAINTAINED BY THE VILLAGE OF BRIGHTON**

This list is not exhaustive and is merely for reference or descriptive purposes. Per the Illinois Freedom of Information Act, various records or portions of records may be exempt from inspection and copying. Depending on the type of request, copies are available on paper or electronic media. Many of these records are posted on the Village website at [www.brightonil.com](http://www.brightonil.com)

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|-------------------------|------------------------|
| Agendas*                | Ordinances*            |
| Agreements              | Personnel Files        |
| Bids                    | Plans/Exhibits/Plats   |
| Building/Zoning Permits | Police Reports         |
| Business Licenses       | Public Hearing Files   |
| Code Violations         | Public Hearing Notices |
| Contracts               | Raffle Licenses        |
| Correspondence          | Resolutions*           |
| Easements               | Solicitation Permits   |
| Election Records        | Treasurer's Reports    |
| FOIA Requests           | Village Audits         |
| Hearing Files           | Village Budgets*       |
| Inspection Records      | Village Code Book*     |
| Invoices                | Warrants               |
| Maps                    | Water Quality Reports  |
| Minutes*                |                        |

\*Records available immediately upon request.