



**FREEDOM OF INFORMATION ACT
REQUEST FOR PUBLIC RECORDS**

To: Allison Niemela
FOIA Officer
327 W. Wilson St.
Batavia, IL 60510

Today's Date: _____

From:

Name

Address

Phone

E-mail

Description of requested record(s):

Please indicate how you would like to view the above captioned records:

Inspect Hard Copy Electronic Copy

Date received: _____ Response due date: _____

Notes: