FOIA Request for Public Records

CITY OF BENTON | Recreated fillable application | 618-439-6131

Download, fill and save in a PDF reader, or print and complete by hand. Use the online form for submission to cityclerk@bentonil.gov. Do not email Social Security numbers, driver license numbers or completed identity cards. Supply those privately to City Hall. A typed name is not a notarized signature.

Describe the requested public records as specifically as possible. The source form states a five-business-day response unless otherwise notified. The online form does not require a signature, email address or explanation of purpose; provide a way for staff to respond.

Requester

Name

Address

Person or entity representing

Records requested

Public records requested (be specific)

Optional signature

Signature / typed name

Date

FOIA Request for Public Records

Original city form - reference pages

The following pages reproduce the city-published source form without edits. Review all instructions, certifications, required attachments, fees and signature requirements. Historic addresses and fees appear as originally published; confirm current requirements with the City Clerk. The recreated application is a convenience version for city review.

City of Benton
1403 S Main Street/P.O. Box 640
Benton, IL 62812
618-439-6131

Request for Copies of Public Records

Under the Illinois Freedom of Information Act

Name: _____

Address: _____

Person or Entity Representing: _____

Public Records Requested (Be Specific): _____

_____

_____

_____

_____

Signature **Date**

UNLESS OTHERWISE NOTIFIED, YOUR REQUEST FOR PUBLIC RECORDS WILL BE FULFILLED WITHIN FIVE (5) BUSINESS DAYS.