

Mayor
Steven Streit

City Clerk
Kathleen Gentile

City Administrator
Ben Benson

LOCKPORT



Aldermen

Jim Petrakos - 1st Ward
Renee Saban - 1st Ward
Christina Bergbower - 2nd Ward
JR Gillogly - 2nd Ward
Darren Deskin - 3rd Ward
Jason VanderMeer - 3rd Ward
Joanne Bartelsen - 4th Ward
Catherine Perretta - 4th Ward

City of Historic Pride

222 E. Ninth Street ♦ Lockport, IL 60441-3497 ♦ Phone (815) 838-0549 ♦ Fax (815) 838-9498

**CITY OF LOCKPORT
WRITTEN REQUEST FORM FOR INSPECTION
OR COPYING OF PUBLIC RECORDS**

Requestors Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Date of Request: _____

Preferred method of response: _____

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records or whether you would want the documents sent to you. (Legal or letter-sized documents will only be sent to you if less than 50 pages, requestor is responsible for all postage)

The City of Lockport will respond to the above request within five (5) business days from the date received unless one or more of the seven (7) reasons for an extension of time provided for in Section 3(e) of the Freedom of Information Act are invoked by the City. Some records requested may be exempt under 6 ILCS 14017.

The City hereby requests that you disclose whether this request is for a Commercial purpose. It is a violation of the Act for a person to knowingly obtain a Public Record for a Commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the City. Commercial purpose means "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sale or services except by the news media".

I hereby state that I am not making this request for commercial purposes.

Requestor Signature

Date

Office Use Only

Due Date: _____

Request Granted _____ Date: _____

Extension _____ Meeting Request _____

Request Denied _____ Reason _____

Processed By: _____

Staff Approved: _____