

NOTICE OF PROCEDURE FOR REQUESTING RECORDS

Requests for public records must be in writing and may be submitted on FOIA Form "Written Request for Inspection and/or Copies of Records", available at:

York Township
1502 South Meyers Road
Lombard, IL 60148

www.yorktwsp.com

Requests for records should be directed to:

Daniel J. Kordik
Clerk
York Township
1502 South Meyers Road
Lombard, IL 60148

(630) 495-2422
Fax: (630) 620-2422

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15¢ per page. Actual cost will be charged for other documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD). The Township may waive or reduce fees if the person requesting the records states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.

The Township shall charge \$1 for certifying a record.