

# Village of Albers

206 West Dwight Street-PO Box 132

Albers, IL 62215-0132

[www.albers-il.org](http://www.albers-il.org)

Phone (618) 248-5154

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*"Providing security and services to improve the quality of life for our residents."*

TO: Freedom of Information Act Officers

FROM: [Full Name] \_\_\_\_\_

[Street Address] \_\_\_\_\_

[PO Box] \_\_\_\_\_

[City, State, Zip+4] \_\_\_\_\_

DATE: [Today's Date] \_\_\_\_\_

RE: Request for [Viewing / Copies] of \_\_\_\_\_

in Accordance with the Freedom of Information Act

1. Name \_\_\_\_\_

2. Street Address/PO Box \_\_\_\_\_

Apartment/Suite \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

3. Area Code + Telephone # \_\_\_\_\_

4. Area Code + Fax # \_\_\_\_\_

5. E-Mail Address \_\_\_\_\_

6. Date of Request \_\_\_\_\_

7. Description of Records Requested. [Identify the records as clearly and specifically as possible. Please provide sufficient information which would be helpful in identifying and locating the requested records, such as document title, etc.]  
\_\_\_\_\_  
\_\_\_\_\_

8. Key Words or Phrases. [Please be as complete as possible. Include information such as subject, publication date(s), office/bureau, docket number(s), and any other information which can help to identify the document(s) you are requesting]  
\_\_\_\_\_  
\_\_\_\_\_

9. Maximum Search Fee. [Enter the maximum search fee the person making this request is prepared to pay. \$ \_\_\_\_\_]

NOTE: Fees are as follows: 8.5" x 11", 8.5 x 14", and 11"x 14" documents: \$.25 / page; Audio Tape: \$5.00 / tape; Compact Disc: \$5.00 / cd; Certification: \$1.00 / document. Fees for mailing, to copy blueprints, oversized documents, pamphlets, manuals and any other records which are to be copied by an outside service shall be based on the actual costs incurred by the Village.]

10. Any additional information and / or comments.  
\_\_\_\_\_  
\_\_\_\_\_

*Stephen Schomaker - Village President*

*Trustees - Dennis Behrmann, Mike McDermid, Joe Obernuefemann, Rob Rolves, Jeff Timmermann and Jeff Wuebbles*

*Diane Luitjohan - Village Clerk*

*Cindy Hubert - Village Treasurer*

*Dan Holtmann - Street Superintendent*

*John Horstmann - Water Superintendent*



- We Care, We Recycle