

# VILLAGE OF CARPENTERSVILLE

1200 L. W. Besinger Drive  
Carpentersville, Illinois 60110

**Village President**  
Ed Ritter

**Village Clerk**  
Therese M. Wilde

**Village Manager**  
Craig G. Anderson

**Village Trustees**  
Keith Hinz  
Paul Humpfer  
Brad McFeggan  
Patricia A. Schultz  
Judith A. Sigwalt  
Kay Teeter

## WRITTEN REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS

1. Name of Person Making Request: \_\_\_\_\_
2. Address of Person Making Request: \_\_\_\_\_  
\_\_\_\_\_
3. Telephone Number of Person Making Request: \_\_\_\_\_
4. Email Address of Person Making Request: \_\_\_\_\_
5. Date of Request: \_\_\_\_\_
6. Is this request for commercial use?      Yes \_\_\_\_\_      No \_\_\_\_\_

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Village of Carpentersville will respond to the above request within five (5) working days from the above date unless one or more of the reasons for an extension of time provided in Section 3(d) of the Act are invoked by the Village.

\_\_\_\_\_  
Signature of Person Making Request

### FOR OFFICE USE ONLY:

Date request received: \_\_\_\_\_ Submitted by: \_\_\_ Email \_\_\_ U.S. Mail \_\_\_ Fax \_\_\_ In Person

Received by: \_\_\_\_\_ Forwarded to: \_\_\_\_\_

Action Taken: \_\_\_\_\_ (Date)

Request granted: \_\_\_\_\_ Inspection \_\_\_\_\_ Copies provided \_\_\_\_\_ No. of pages  
(Date)

Extension sent: \_\_\_\_\_ Request denied \_\_\_\_\_ Request denied in part \_\_\_\_\_  
(Date) (Date) (Date)

Other action \_\_\_\_\_