

Village of Steeleville

107 W. Broadway, Steeleville, IL 62288

Phone: (618)965-3134

Fax: (618)965-9479

Robert W. Sutton, Mayor

Rebecca J. Kiehna, Clerk

Freedom of Information Act Request

****Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.****

Name and Address of Public Body Receiving Request: Village of Steeleville 107 W. Broadway Steeleville, IL 62288, Attn: Rebecca J. Kiehna, FOIA Officer

Date Requested (Required): _____

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester (Required): _____

Street Address (Required): _____

City/State/County Zip (Required): _____

Telephone (Required): _____

E-mail (Optional): _____

Fax (Optional): _____

Records Requested (Required): *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

Is this request for a Commercial Purpose? YES or NO

Reason for Request: _____

Is this request for inspection, copying, or both? (Required) *Please circle one*