

SHIELDS TOWNSHIP SUPERVISOR'S OFFICE  
906 MUIR AVE.  
LAKE BLUFF, IL 60044  
PHONE NUMBER 847-234-0802  
FAX NUMBER 847-234-0721

## FREEDOM OF INFORMATION ACT REQUEST FORM

Requester's Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Requestor is representing: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Records Sought (be as specific as possible):

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

Note: The information you are seeking may already be accessible on the Shields Township website ([www.shieldstownship.com](http://www.shieldstownship.com)) and may not require you to submit a Freedom of Information Act (FOIA) request.

This public body shall comply with or deny a request within five working days. Response time can be extended an additional five working days, as allowed under the law.

\_\_\_\_\_  
Name of Requester

- Please complete the form and mail, fax, email or hand deliver directly to Shields Township Supervisor's Office FOIA Officer Terry Darraugh for the records that are being sought. Illinois law does not require you to submit on a standard form.

Terry Darraugh (t.darraugh@shieldstownship.com)

Phone: 847.234.0802

Fax: 847.234.0721

Mail: Shields Township Supervisor's Office, 906 Muir Ave., Lake Bluff, IL 60044

- Copy Fees: First 50 pages are free (black and white)

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*Office Use Only*

Date Received \_\_\_\_\_ Date Expires \_\_\_\_\_ Extension Request Date \_\_\_\_\_