

# Shields Township Supervisor's Office

906 Muir Ave.

Lake Bluff, IL 60044

Telephone: 847-234-0802

Fax: 847-234-0721

## FREEDOM OF INFORMATION ACT REQUEST FORM

Requester Name: \_\_\_\_\_ Date requested: \_\_\_\_\_

Requester is Representing: \_\_\_\_\_

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

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

Fax Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Records Sought (be as specific as possible):

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

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 the Shields Township Supervisor's FOIA Officer Sarah Shepherd-Scantlin for the records that are being sought. Illinois law does not require you to submit on a standard form.

Sarah Shepherd-Scantlin

office@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 \_\_\_\_\_