

FREEDOM OF INFORMATION ACT
5 ILCS 140



DIRECTORY

CITY OF DANVILLE

17 W. MAIN ST.

DANVILLE, ILLINOIS 61832-5758

Phone: 217-431-2304

Fax: 217-431-2202

Email: Imonson@cityofdanville.org

City of Danville Website
www.cityofdanville.org

View the City's Code of Ordinance on the Internet

STATEMENT OF OBJECTIVE

The purpose of the City of Danville is to protect and promote the health, safety and welfare of its inhabitants.

ORGANIZATION

The City of Danville was incorporated in 1867.

The Alderman form of government was established as a result of a Decree of the Federal District Court issued on February 25, 1987. The Decree resulted from litigation in the form of a voters' rights case seeking equal representation for all citizens in the selection of the governing body for the City. The new government, which went into effect on September 19, 1987, provided for a City Council made up of 14 Aldermen elected from seven Wards and a full-time Mayor elected at-large. In addition, a full-time Treasurer was to be elected in the same manner as the Mayor, with the City Clerk to remain appointed.

The attached diagram depicts the organization of the City.

LOCATION OF OFFICES

General Administration	-	City Hall 17 W. Main St. Danville, IL 61832
Fire Department	-	1111 N. Griffin St. Danville, IL 61832
Police Department	-	2 E. South St. Danville, IL 61832
Public Transportation	-	101 N. Jackson St. Danville, IL 61832
Public Works and Community Development	-	1155 E. Voorhees St., Suite A Danville, IL 61832

BUDGET

The City of Danville has a total budget of \$58,724,502 for the fiscal year 2019-2020, which began May 1, 2018 and ends April 30, 2020.

EMPLOYMENT

The City of Danville employs approximately 222 full-time and 370 part-time/seasonal/temp/interns.

OTHER BODIES FUNDED IN PART BY THE CITY

Danville Area Convention & Visitors Bureau
Danville Area Transportation Study
Danville Public Building Commission
Danville Public Library
David S. Palmer Arena
Vermilion Advantage

CITY COUNCIL

Mayor Rickey Williams, Jr. (2023)
Treasurer Stephanie Wilson (2023)

Term Expires 2021

WARD 1: Robert Williams
WARD 2: Dan Duncheon
WARD 3: R.J. Davis
WARD 4: Sharon McMahan
WARD 5: Michael Puhr
WARD 6: James Poshard
WARD 7: Steve Foster

Term Expires 2023

Brenda Brown
Rick Strebing
Sharon "Sherry" Pickering
Wm. Michael O'Kane
Thomas Stone
Aaron Troglia
Bob Iverson

APPOINTED OFFICIALS

<u>OFFICE</u>	<u>NAME/TITLE</u>
City Clerk	Lisa Monson, City Clerk
Finance	Ashlyn Massey, Comptroller
Fire Division	Don McMasters, Interim Fire Chief
Human Relations	Sandra Finch, Administrator
Legal	Charles Mockbee, IV, Corporation Counsel
Police Division	Christopher Yates, Police Chief
Public Transportation	Lisa Beith, Director
Public Works	Carl Carpenter, Director

CONTACT INFORMATION FOR ALDERMEN

WARD 1

Brenda Brown (2023)
411 Anderson Street
Home: 443-2364
brenda.brown@cityofdanville.org

WARD 2

Rick Strebing (2023)
404 Warrington Avenue
Home: 443-0699
rstrebing@cityofdanville.org

WARD 3

Sharon "Sherry" Pickering (2023)
308 Delaware Street
Home: 442-8410
sharon.pickering@cityofdanville.org

WARD 4

Wm. Michael O'Kane (2023)
111 Cronkhite Avenue
Home: 442-3419
mike.o'kane@cityofdanville.org

WARD 5

Thomas Stone (2023)
11 Carriage Lane
Home: 446-3390
Cellular: 918-0846
tom.stone@cityofdanville.org

WARD 6

Aaron Troglia (2023)
9 Chester Avenue
Cellular: 427-8365
atroglia@cityofdanville.org

WARD 7

Bob Iverson, Vice-Mayor (2023)
2907 Countryway Street
Cellular: 260-2676
biverson@cityofdanville.org

WARD 1

Robert Williams (2021)
418 N. Collett Street
Home: 446-8198
robert.williams@cityofdanville.org

WARD 2

Dan Duncheon (2021)
32 N. Hazel St.
Cellular: 354-4641
dduncheon@cityofdanville.org

WARD 3

R.J. Davis (2021)
1308 E. Main Street
Home: 443-2757
Cellular: 474-4644
rj.davis@cityofdanville.org

WARD 4

Sharon McMahan (2021)
3139 E. Main Street
Home: 443-6939
smcmahan@cityofdanville.org

WARD 5

Michael Puhr (2021)
512 W. Woodlawn Avenue
Cellular: 260-1983
mpuhr@cityofdanville.org

WARD 6

James Poshard (2021)
1618 Skyline Drive
Cellular: 918-8248
jposhard@cityofdanville.org

WARD 7

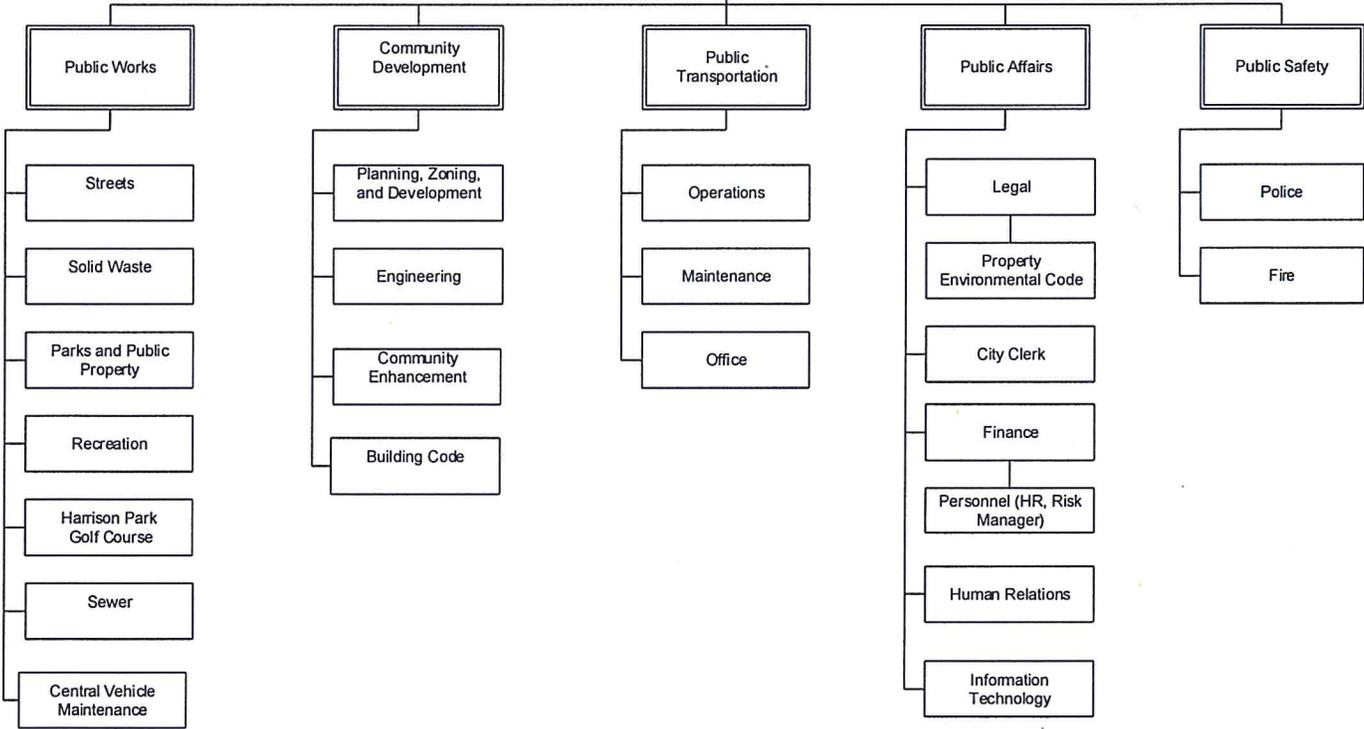
Steve Foster (2021)
126 Lakeside Drive
Cellular: 213-5299
sfoster@cityofdanville.org

Citizens of the City of Danville

Danville City Council

Mayor

Treasurer



OVERSIGHT COMMITTEES

PUBLIC WORKS COMMITTEE

Mike Puhr, Chairman
Rick Strebing, Vice-Chairman
Bob Iverson
Mike O'Kane
Sherry Pickering
Aaron Troglia
Robert Williams

(Meeting: Second Tuesday of each month at 6:00 PM)

PUBLIC SERVICES COMMITTEE

Steve Foster, Chairman
Sharon McMahon, Vice-Chairman
Brenda Brown
R.J. Davis
Dan Duncheon
James Poshard
Tom Stone

(Meeting: Fourth Tuesday of each month at 6:00 PM)

CITY OF DANVILLE
MONTHLY MEETING SCHEDULE
ROBERT E. JONES MUNICIPAL BUILDING
17 W. MAIN ST.

CITY COUNCIL
FIRST & THIRD TUESDAY
6:00 P.M.

PUBLIC WORKS COMMITTEE
SECOND TUESDAY
6:00 P.M.

Oversight for Engineering, Public Transportation, and Public Works, including Central Vehicle Maintenance, DATS, Harrison Park Golf Course, Sewers, Solid Waste, Streets, Parks & Public Property, and Recreation

PUBLIC SERVICES COMMITTEE
FOURTH TUESDAY
6:00 P.M.

Oversight for City Treasurer, Public Affairs, Public Library, and Public Safety, including Building Code Enforcement, City Clerk, Community Development, Environmental Code Enforcement, Finance, Fire, GIS, Human Relations, Human Resources, Information Technology, Legal, Mayor's Office, Police, Planning, Risk Management, and Zoning

CITY OF DANVILLE
2019
SCHEDULE OF MEETINGS

6:00 P.M.

City Municipal Building
17 W. Main
Danville, Illinois

CITY COUNCIL

First and Third Tuesday of Each Month

January 15
February 5 and 19
March 5 and 19
April 2 and 16
May 7 and 21
June 4 and 18
July 2 and 16
August 6 and 20
September 3 and 17
October 1 and 15
November 5 and 19
December 3 and 17

OVERSIGHT COMMITTEES

PUBLIC WORKS

Second Tuesday of Each Month

January 8
February 12
March 12
April 9
May 14
June 11
July 9
August 13
September 10
October 8
November 12
December 10

PUBLIC SERVICES

Fourth Tuesday of Each Month

January 22
February 26
March 26
April 23
May 28
June 25
July 23
August 27
September 24
October 22
November 26
December 24*
*TBD due to Holiday

BOARDS & COMMISSIONS

Board of Appeals
Chapter 164
3-year Term

Chris Clapp
Larry Kuchefski
Greg Palmer
Bev Rollins
Ted Vacketta, Jr.
Jack Walsh
Vacancy
Vacancy
Vacancy

Board of Fire & Police Commissioners
Chapter 33.20-33.34
3-year Term

Dr. Stephen Nacco
Linda Bolton
Frank Brunacci
George Dowell
Amy Hoose

Building Commission
Chapter 151.40-151.41
Established 07/07/09

No Appointments to date

Housing Authority of the City of Danville
5-year Term

Carla Boyd
Lon Henderson
Alicia Geddis
Norman Anglin
Deanna Witzel
Pat O'Shaughnessy
Tyson Parks

Danville Public Building Commission
5-year Term

City: Jerry Hawker
William "Bill" Bucher
U. Pete Williams
Elton A. Wagner II
Other: Doug Ahrens (Danville Sanitary District Rep)
Heather Smith (District 118 Rep)
Jim L. Miller (Vermilion County Appointee)

Danville Public Library Board
Chapter 33.50-33.55
3-year Term

Linda Bolton
Cynthia Parr-Barrett
Cydney Boyd
Mark Denman
Jane Andrews
Melissa Rome
Martha Espino
Jim Knoblauch
Mary Reik

David S. Palmer Arena Authority
3-year Term

City: Tara Auter
Scott Dowers
Greg Green
Tia Awodeha
John Spezia
vacancy
vacancy
vacancy
vacancy
County: Bill Black
Tonya Hill
Ryan O'Shaughnessy

Electrical Commission
Chapter 153
3-year Term

Matt Purcell, Ameren IP Representative
Ernie Jorgenson
Kevin Mitchell
Jim Ray
Thomas Serd
Vacancy
Vacancy

Firemen's Pension Board
40 ILCS 5/4
Chapter 35.30-35.38
3-year Term

Tad Beddow
Chad Busick
Matt Kosik
Lisa Monson
vacancy
Stephanie Wilson (Non-voting Treasurer by Statute)

Historic Preservation Commission
Chapter 160
3-year Term

Marilyn Blanton
Roberta Allen
Carolyn Wands
Becky Woodrum
Vacancy
Vacancy
Vacancy

Human Relations Commission
Chapter 95
4-year Term

Dr. Quan Chen
Martha Espino
Darren York
Barbara McHone
Mary Thompson
Frank Williams
Vacancy

Planning & Zoning Commission
Chapter 33.01-33.10
3-year Term

Justin Fleming
Michael Hall
Pete Goodwin
Troy Savalick
Tracy Taylor
Ted Vacketta, Jr.
Adam Brown

Police Pension Board
40 ILCS 5/3
Chapter 34.16
2-year Term

Troy Wasson
Doug Miller
Lisa Monson
Vacancy
Phillip Wilson
Stephanie Wilson (Non-voting Treasurer by Statute)

Subdivision Committee
Chapter 161.02
Chapter 33.09

Phil Morgan (retired Danville Sanitary District Rep)
Kim Thomson (Ameren IP Rep)
Bob Plater (Aqua Illinois Rep)
Sam Cole (City Engineer)
Vacancy (Realtor)
Allen Krapf (Appraiser)
Tracy Taylor (Planning/Zoning Commission)

**Vermilion County Emergency
Telephone System Board (911)**
Created by Resolution No. 90-01
3-year Terms

Public Safety Director Larry Thomason (by office)
David Milholland - (Assistant Fire Chief)
VC Sheriff Pat Hartshorn (by office)
Hoopeston Police Chief Jim DeWitt (by office)
Sharon McMahon (Danville Mayoral Appointee)
Melissa Rome (Danville Mayoral Appointee)
Greg Lane (Hoopeston Mayoral Appointee)
Vacancy (County Board Appointee)
Bruce Stark (County Board Appointee)
EMA Director Ted Fisher (County Board Appointee)

Vermilion Regional Airport Authority
5-year Terms

City: Tom Day
Craig Davidson
Dr. Michael Fuesting
County: Bill Ingram
Joe Vincent

LIST OF RECORDS BY DEPARTMENT/DIVISION

City Clerk
City Treasurer
Community Development
Finance
Fire
Human Relations
Human Resources
Legal
Mayor's Office
Police
Public Transportation
Public Works
Risk Management

(The Listing of Records for each Department does *not* necessarily mean they are open and available for Public Inspection.)

CITY CLERK'S OFFICE

- Agendas of Council, Council Oversight Committees, and Subcommittees
- Agreements, Contracts, and Leases
- Annexations
- Applications for Business/Miscellaneous Licenses and Permits
- Audits
- Bids
- Bond Issue and Revenue Bond Records
- Budgets
- Correspondence
- FOIA (Freedom of Information Act) Requests and Denials
- Licenses and Permits for Business and Miscellaneous
- Minutes and Audio Recordings of Council, Oversight, and Subcommittees
- Municipal Code Book
- Oaths of Office
- Ordinances
- Property Documents (City owned property)
- Records Disposal Certificates and Applications
- Resolutions
- Schedules of Meetings
- Statement of Economic Interest List of Who Must File
- Surety Bonds (License and Contractor's Performance Bonds)
- Utility Franchise Agreements
- Vacations of Alleys and Streets

CITY TREASURER'S OFFICE

- Bank Statements
- Correspondence
- Investment Policies
- Treasurer's Report (Monthly and Annual)
- Firemen's Pension Fund & Police Pension Fund Records
 - Annual Reports
 - Investment Policy
 - Investment Reports
 - Payroll Records

COMMUNITY DEVELOPMENT

Engineering, Building Code Enforcement, DATS, Grants Management, Planning & Zoning

- Building Construction Blueprints
- Contracts, Plans, and Specifications for Street/Sewer Projects
- Contractors Registration
- Correspondence
- Engineering Contracts/Documents
- Enterprise Zone Project Records
- Inspection Reports - Building Construction, Electrical, Heating, Plumbing
- Inspection Reports – Environmental Health, and Housing
- Maps - Official City Map, Land Use, Zoning, Diagrams of Alleys, Sewers,
Streets
- Minutes
 - Danville Area Transportation Study Committees
 - Electrical Committee
 - Planning & Zoning Commission
 - Subdivision Committee
 - Various Appeals Committees
- Motor Fuel Tax Projects and Expenditures
- Permits - Building, Electrical, Excavation, Mechanical, Mobile Home,
Occupancy, Plumbing, Sidewalks & Driveways
- Petitions – Special Use and Zoning
- Planning Documents
- Traffic Volumes
- Analysis of Impediments to Fair Housing
- Annual Action Plans, CAPER (Consolidated Annual Performance Evaluation
Report)
- Community Development Block Grant Documents
- Consolidated Plan
- Correspondence
- Historic Preservation Records - Maps, Minutes, Petitions, Reports, Register of
Districts & Landmarks, Listings of Architects, Historians, Preservationists,
Restorationists
- Housing Loan Records
- Revolving Loan Program Records - Façade Grants, Façade Loans, Façade
Deferred Loans, Small Business Loans

FINANCE

- Accounts Receivable Files
- Audits
- Bid Specifications
- Budgets
- Cancelled Checks
- City Financial Records
- Correspondence

- Delinquent Sewer and Garbage Account Files
- Employee Records
- Equipment Maintenance Contracts
- Fixed Asset Records
- Invoice/Vouchers
- Monthly Financial Reports
- Payroll Records
- Purchase Orders
- Tax Levies
- Time Cards
- Sewer Liens
- Vehicle Records

RISK MANAGEMENT

- Certificates of Insurance for Contractors, Vendors, etc.
- Correspondence
- Employee Retirement (IMRF) Information
- Insurance Files
- OSHA/Safety Policies
- Risk Management Reports

HUMAN RESOURCES (Personnel)

- Application Files (current)
- Board of Fire & Police Commissioners Minutes and Rules & Regulations
- Correspondence
- Drug Program Files
- Employee Personnel Files (current and former)
- Employee Medical Files
- Job Description Files
- Job Postings and Interview Questions
- Personnel Policies
- Personnel Reports
- Union/Personnel Contracts

Parking & Central Services,

- Downtown Parking Ticket Records
- Downtown Parking Permits

FIRE

- Building Inspection Reports
- Correspondence
- Employee Records
- Equipment Inventories
- Fire Investigation Reports
- Fire Loss Reports
- Fire Preplans
- Monthly and Annual Activity Reports
- Permits
- Training Records

HUMAN RELATIONS

- Citizen's Complaints
- Correspondence
- Discrimination Complaints
- Human Relations Reports
- Minutes of Human Relations Commission Meetings
- Police Complaints

INFORMATION TECHNOLOGY

GIS

GIS (Geographic Information System) Records

LEGAL DEPARTMENT

- Correspondence
- Development Agreements
- Legal Files on Cases Instituted by the City
 - Demolition Proceedings
 - Disciplinary Matters regarding Employees
 - Discrimination Matters via the Human Relations Commission
 - License Hearings
 - Ordinance Violations
 - Small Claims
- Real Estate Transactions
- Environmental Code Enforcement,
- Rental Property Registrations
- Vacant Property Registrations

MAYOR'S OFFICE

- Correspondence
- Proclamations

POLICE

- Adult Criminal History Files
- Bicycle Registrations
- Complaint Reports
- Correspondence
- Criminal Record Book
- Employee Records
- Fingerprints and Mug Shots
- FOIA (Freedom of Information Act) Requests for Department
- General Complaint Files
- Illinois Uniform Traffic Tickets
- Jail Register
- Juvenile History Files

- Ledgers of Receipts and Disbursements for Sheriff's Subpoenas
- Police Record Logs
- Record of Recovered Evidence
- Records of Stolen Articles
- Traffic Accident Reports

PUBLIC TRANSPORTATION

- Accounts Payable Records – Invoices/Vouchers
- Attendance Records
- Audits
- Correspondence
- Daily Route Scheduling Records
- Employee Records
- Family Medical Leave Act Claims (FMLA)
- Grant Application & Disbursement Records
- Grievance Records
- Monthly Financial Reports
- Payroll Records
- Section 15 Monthly Records
- Union Contract & Work Rules
- Vehicle Maintenance Records

PUBLIC WORKS

- Parks, Recreation, Public Property, Central Vehicle Maintenance, Harrison Park Golf Course, Streets, Sewers, and Solid Waste
- Contracts, Plans, and Specifications for Parks/Public Facility Projects
- Correspondence
- Employee Records
- Maps and Diagrams of Alleys, Sewers, Streets
- Park Rental Records
- Solid Waste Routes
- State of Illinois Handicapped Applications
- Taxicab Inspection Reports
- Vehicle Maintenance Records

CITY OF DANVILLE
POLICY GOVERNING ACCESS TO PUBLIC RECORDS
UNDER THE FREEDOM OF INFORMATION ACT

1. SUMMARY OF PURPOSE

The purpose of the City of Danville is to protect and promote the health, safety and welfare of its inhabitants.

The Illinois Freedom of Information Act, ILCS Ch. 5, Act 140, requires all public bodies, as that term is defined therein, to make non-exempt public records available for inspection and copying. The City strives to comply with this law and endorses the fundamental concept that all persons are entitled to full, accurate, and complete information regarding the affairs of the City and its official acts and policies. In determining the parameters of public access to information, the City also understands its obligations to protect legitimate privacy interests and maintain the efficiency and security of its administrative operations.

This policy governing access to public records is established to implement the provisions of the Freedom of Information Act (ILCS Ch. 5, Act 140). Pursuant to Section 3 of the Act, the City shall have the authority to promulgate rules and regulations pertaining to the availability of records and procedures to be followed in conformity with the provisions of the Act. The rules established in this subchapter are intended to serve as procedural guidelines for implementing and complying with the Act.

2. DEFINITIONS

Terms used in this subchapter shall have the same meaning as in the Freedom of Information Act.

"ACT." The Freedom of Information Act pursuant to ILCS Ch. 5, Act 140.

"FOIA." The Freedom of Information Act.

"FOIA OFFICER." The City Clerk or his/her designee, and the Police Technical Services Administrator or his/her designee.

"REQUESTER." A person who submits a request for public records in accordance with this subchapter.

3. PROCEDURES FOR REQUESTING PUBLIC RECORDS.

Requests for the inspection and copying of non-exempt public records pursuant to the Act may be made in person, between the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Monday through Friday, except on holidays, at the following locations:

- (1) Requests for Police Division information shall be submitted to the following address:

Danville Police Division
c/o Technical Services & Evidence Manager
2 E. South St.
Danville, IL 61832

- (2) Requests for all other information pertaining to the City and its committees, sub-committees, boards, and commissions shall be submitted to the following address:

Office of the City Clerk
17 W. Main
Danville, IL 61832

The City shall also accept FOIA requests received via facsimile, electronic mail, and through the United States mail. The City shall only be responsible for responding to requests that it actually receives and shall not be responsible for transmission or delivery errors for FOIA requests that are submitted through these alternative means. Any FOIA requests received by the City after normal business hours, as set forth in subsection (A) above, shall be considered received on the following business day.

4. FORM AND CONTENT OF REQUESTS

All requests for public records must be made in writing, preferably on a City FOIA form. If a requestor is unable to obtain one of these forms, the City will accept any legible written request, provided such request is clearly and concisely stated.

The requestor shall provide the following information in a request for public records:

- (1) The requestor's full name, address and phone number;
- (2) A brief description of the public records sought, being as specific as possible; and
- (3) Whether the request is for inspection of public records, copies of public records, or both, as well as whether the requestor desires the record to be certified.

To ensure that each FOIA request is acted upon in a complete and timely fashion, the requestor should ensure that the public record sought is clearly identified in his or her request. Requestors should provide as much information about the requested record as possible, such as the type of record, approximate date of the record, the department where the record may be located, and any other details that will assist in locating the specific record sought.

If the request is for a commercial purpose, the requestor must disclose that fact to the City at the time the request is made. It is a violation of the Act to knowingly obtain a public record for a commercial purpose without such disclosure.

5. PROCEDURES FOR PROVIDING RECORDS TO REQUESTORS.

Generally, public records will be made available for inspection at the Office of the City Clerk, located at Municipal Building, 17 W. Main, Danville, IL 61832, or at the Police Division located at 2 E. South St., Danville, IL 61832 during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. Unless otherwise arranged, the inspection of records shall take place at each respective office where the records may be located.

Inspection and Copying of Records: During any inspection of records, a requestor shall be prohibited from bringing bags, brief cases or other containers into the inspection room. Documents that the requestor wishes to have copied shall be segregated during the course of the inspection. An employee of the City shall be present throughout the inspection. All copying shall be done by a City employee.

Copies of public records shall be provided to the requestor only upon payment of any charges that are due.

Charges for copies of public records shall be assessed in accordance with §30.65, or as updated from time to time. Charges may be waived in any other case where the City Clerk, or the designee, determines that the waiver serves the public interest, pursuant to Section 6 of the Act.

Ordinance No. 8684, passed January 5, 2010

CITY OF DANVILLE FEE SCHEDULE

Requestors shall be furnished with the first fifty (50) pages of letter or legal, black and white copies at no charge. Fees will not be waived for the first fifty (50) pages of colored copies or copies exceeding 8.5" x 14" in area, unless a waiver or fee reduction is granted by the FOIA Officer as a means of furthering the public interest.

Fees 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 City. Information regarding these fees will be provided to the requestor before copying.

Additional fees for certain records may apply if fixed by statute or as may be allowable by law.

Police Department Reports

Accident Reports \$ 5.00

Maps

GIS	8.5x11 Black & White	\$.50
	8.5x11 Color	\$ 1.00
	17x11 Black & White	\$ 1.00
	17x11 Color	\$ 2.00
	24x24 Black & White	\$ 2.00
	24x24 Color	\$ 4.00
	42x42 Black & White	\$ 4.00
	42x42 Color	\$ 8.00

Municipal Code \$375.00

Supplements to Code \$ 25.00

Photocopies

Black & White Print, 8.5 x 11 or 11 x 14 per page	\$.15
Black & White Print, 11 x 17 per page	\$.20
Color Print, 8.5 x 11 or 11 x 14 per page	\$.25
Color Print, 11 x 17 per page	\$.30

Certification \$ 1.00

Mailing Fee Actual Postage

Computer/Audio Tape Actual Cost of Material



City of Danville
 Lisa Monson, City Clerk
 17 W. Main St | Danville IL 61832
 P: (217) 431.2304 | F: (217) 431.2202
 lmonson@cityofdanville.org

Freedom of Information Request

Under the Illinois Freedom of Information Act (§5 ILCS 140/7)

PLEASE PRINT

NAME OF REQUESTER: _____

REQUEST SUBMITTED BY: EMAIL U.S. MAIL FAX/PHONE IN PERSON

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____ EMAIL: _____

PERSON OR ENTITY REPRESENTED: _____

PUBLIC RECORD(S) REQUESTED (Provide names, addresses, dates, and any other information which will aid in responding to your request):

PLEASE SEND THE INFORMATION AS: ELECTRONIC COPIES PAPER COPIES

DO THE DOCUMENTS NEED TO BE CERTIFIED? YES NO

IS THIS REQUEST FOR A COMMERCIAL PURPOSE? YES NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purpose without disclosing that it is for commercial purpose.)

UNLESS OTHERWISE NOTED, YOUR REQUEST FOR PUBLIC RECORDS WILL BE COMPILED WITHIN FIVE WORKING DAYS. PLEASE SUBMIT FOIA REQUESTS TO THE CITY CLERK'S OFFICE AT THE ADDRESS ABOVE. E-MAIL & FAX ARE ACCEPTED.

 SIGNATURE

 DATE

ACKNOWLEDGEMENT OF RECEIPT:

(Sign below only after receiving foia response) I acknowledge that the City of Danville has provided me with the above information.

 PRINTED NAME

 SIGNATURE

 DATE

OFFICE USE:

DATE RCVD. _____	RCVD. BY _____	FOIA# _____
DATE RESPONSE DUE _____	DATE EXTENSION DUE _____	
# PAGES _____ (1 ST 50 pages free) PD\$ _____	# PAGES CERTIFIED _____	(\$1.00 per document) PD\$ _____