

COMMISSIONERS
MARY JANE MANNELLA
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JUSTICE-WILLOW SPRINGS WATER COMMISSION

7000 SOUTH ARCHER ROAD
JUSTICE, IL 60458-1196
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Freedom of Information (FOIA)

Instructions: Complete form, print and return requests to the Justice-Willow Spring Water Commission 7000 South Archer Road Justice, IL 60458 or send the PDF file as an attachment to ckelly@jswsc.org

First Name _____ Last Name _____

Company/Entity _____

Address _____ City _____ State _____ Zip Code _____

Phone Number _____ E-Mail _____

Descriptions of documents requested, please provide specific name(s)/addresses/dates and or information to assist in our search.

Please indicate if the requested records are for commercial purposes.

☐ YES ☐ NO

Please indicate if you would like to inspect the records or would like copies and if the documents need to be certified.

☐ Inspection ☐ Copy ☐ Both ☐ Electronic ☐ Certified (\$1.00)

(TO BE COMPLETED BY JWSWC) DUE DATE: _____

Request Received by	Date	Request forward to (department)	Date

Please indicate if request was approved or denied ☐ Approved ☐ Denied ☐ (In Whole) ☐ (In Part)

If request is denied (full or part), please specify and attach response as to why such request was denied.

Reviewed by FOIA officer: _____ Date: _____