



Kay T. Olson
Grundy County Clerk & Recorder
111 East Washington Street
Morris, IL 60450
815-941-3222

REQUEST FOR INFORMATION
Filed Under the Freedom of Information Act (FOIA)

Date Received _____

Requestor's Name _____

Address _____

Telephone Number _____

RECORD REQUEST (please be specific)

In the space below, please describe the public records you are requesting. In order to expedite the search for the records, please be as specific as possible. *The County Clerk will respond to this request within seven (7) working days of request.*

Indicate Inspection/Copy of records: Inspection Copy
Copy Fees: \$0.25 per page

Signature of Requestor

FOR OFFICE USE ONLY

Date Responded/Notified Requestor _____ Initials _____

Records Available _____

Copies Made Yes No How Many _____

Fee _____ Paid Yes No