



**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.*

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Indicate Inspection/Copy of records:     Inspection     Copy  
Copy Fees: \$0.15 per page

\_\_\_\_\_  
Signature of Requestor

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**FOR OFFICE USE ONLY**

Date Responded/Notified Requestor \_\_\_\_\_ Initials \_\_\_\_\_

Records Available \_\_\_\_\_

Copies Made  Yes  No      How Many \_\_\_\_\_

Fee \_\_\_\_\_      Paid  Yes  No