

*CITY OF NEWTON*

FOIA OFFICER

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Newton, Illinois 62448

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INCORPORATED CITY 1887

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A CITY FOR PROGRESS

**REQUEST FOR COPIES OF PUBLIC RECORDS UNDER THE ILLINOIS  
FREEDOM OF INFORMATION ACT**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_

**PERSON OR ENTITY REPRESENTED:**

**PUBLIC RECORD REQUESTED (BE SPECIFIC:  
FOR EXAMPLE, IF REQUESTING A BUILDING PERMIT,  
SPECIFY THE ADDRESS OF THE PROPERTY AND  
APPROXIMATE OF DATE OF ISSUANCE):**

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Unless otherwise notified, your request for public records will be complied with

within five (5) business days after its receipt.