

Colona Police Department  
P.O. Box 200  
Colona Il 61241  
Telephone # 309-792-1511  
Fax# 309-792-5526



Freedom of Information Act  
Request for examination of records

**The freedom of Information Act** is an act in relation to access of public records and documents. Other State or Federal laws such as the *Privacy and Security Act* or the *Juvenile Court Act* may take precedence over the Freedom of Information Act and may prevent your access to all or part of the information you have requested. Criminal History Information is exempt from the **Illinois Freedom of Information Act**.

The Act allows us (5) business days, excluding weekends and holidays to comply with your request. You will be notified by mail as to whether your request was approved or denied. If denied, the reason for the denial will be included in your letter. If approved, your letter will indicate when and where your copy will be made available. The first (50) pages of black and white copies are free of charge. There is a .15 cent fee per page per side for each additional page of information. Any fee is payable upon receipt of documents.

To assist in the search pertaining to your request and to help us determine your right to access to such information please complete the information below.

**Date of Request:** \_\_\_\_\_  
**Your Name:** \_\_\_\_\_  
**Your Signature:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**Information Requested**

**Date of Incident:** \_\_\_\_\_  
**Police Report or Incident #** \_\_\_\_\_  
**Type of Incident:** \_\_\_\_\_  
**Persons Involved in Incident:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Request for records has been: Denied \_\_\_\_\_ Approved: \_\_\_\_\_