***MUNICIPAL RECORDS DIRECTORY***

The Village of Stanford

Any person requesting records of the Village of Stanford may make such a request either in person or in writing at the Village Hall located at 100 W. Boundary. Such request should be made to Mrs. Megan L. Phillips, FOIA Officer at such address. Another method would be by mailing, faxing or emailing a written request to Mrs. Phillips specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the FOIA Officer at the address of the Village Hall. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The fees for any such records, if the person requesting the records wishes them to be copied, are as follows:

First 50 pages, black/white, letter copies, no cost.

Additional pages, black/white, letter, actual cost to $.15.

Electronic records will be formatted subject to reimbursement for costs of recording medium.

Cost of certifying a record will be $1.00.

Records may be furnished without charge or at a reduced charge, as determined by the Village, if the person requesting the documents states the specific purpose for the request and indicates that a waiver of reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.