

The Freedom of Information Officers for the Village are:

Shelley Darnell, Village Clerk 109 South Sandusky

Nicoe Richardson, Deputy Village Clerk 109 South Sandusky

EXHIBIT C.

Any person requesting records of the Village of Catlin may make such a request in writing at the Village Clerk's office located at 109 S Sandusky. Such request should be made to the Village Clerk, FOIA Officer at such address. Another method would be by mailing, faxing or emailing a written request to the Village Clerk 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 Clerk's office.

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

First 50 pages, black and white, letter or legal size copies, no cost.

Additional pages, black and white, letter or legal, actual cost to \$0.15.

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 or 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.

EXHIBIT D.

Village of Catlin Index of Public Records

1. Financial Records
 - a. Budget
 - b. Appropriation Ordinance
 - c. Audit
 - d. Bills
 - e. Receipts of Revenue
 - f. Water Bills
 - g. Sewer Bills
 - h. Receipts for Fines
 - i. Sales Tax Receipts
 - j. State Income Tax Receipts
 - k. Miscellaneous Receipts
 - l. Liquor License Fees
 - m. Other License Fees
 - n. Building Permit Fees
 - o. Salary Schedules
 - a. Building Permits
 - b. Minutes
 - c. Resolutions
 - d. Ordinances
 - e. Correspondence
 - f. Bidding Specifications
 - g. Personnel Files
 - h. Insurance
 - i. Real Estate
 - j. Maintenance and Repair
 - k. Retirement Fund Records
 - l. Worker's Compensation Records
 - m. Training Records
 - n. Village Vehicles
 - o. Animal Control Records
 - p. Village liens
 - q. Police Department Records
2. Administrative Memoranda