



Village of Winthrop Harbor, IL

FREEDOM OF INFORMATION ACT REQUEST FORM

FOIA requests may be submitted in writing by mail, FAX, e-mail or hand delivery to any FOIA Officer listed on the reverse of this form. The Village of Winthrop Harbor does not accept oral FOIA requests.

PLEASE SEE REVERSE SIDE FOR FEES AND OTHER IMPORTANT INFORMATION.

Date of request: _____ Time: _____ Is request for commercial purposes? Yes No

If request is for commercial purposes, name of entity: _____

Name of person making request: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime phone: (____)____-____ FAX: (____)____-____ E-Mail: _____

How would you like to receive the records sought? Pick-up Mail E-mail FAX

Do you request that one or more records be Certified? Yes No (If yes, please indicate below)

ATTORNEY OR INSURANCE COMPANY ONLY

Do you request Special Service? (See reverse) Yes No

*If requesting Special Service, you must sign here to acknowledge additional fee: ** _____

Records sought (please be as specific as possible):

Attach additional page(s) if necessary

FOIA OFFICER ONLY (Do not write in this area.)

REQUEST REC'D: ____/____/____ _____ am _____
pm _____

RESPONSE DUE: ____/____/____ _____

RESPONSE READY: ____/____/____ _____

SENT OUT OR PICKED-UP: ____/____/____ _____

FOIA requests must be in writing, and may be submitted by mail, FAX, e-mail or hand delivery to a FOIA Officer or designee as listed below. The mailing address is 830 Sheridan Rd., Winthrop Harbor, IL 60096.

FOR ALL RECORDS WITH THE EXCEPTION OF THOSE KEPT BY THE POLICE DEPT:

VILLAGE RECORDS <u>FOIA OFFICER</u>	VILLAGE RECORDS <u>FOIA OFFICER DESIGNEE</u>	VILLAGE RECORDS <u>FOIA OFFICER DESIGNEE</u>
Jana Lee, Village Clerk Ph. 847-872-3846 ext. 245 Fax: 847-872-0639 E-mail: jlee@winthropharbor.com	Julie Rittenhouse, Deputy Clerk Ph. 847-872-3846 ext. 247 Fax: 847-872-0639 E-mail: jrittenhouse@winthropharbor.com	Debbie Melesio, Utility Billing Clerk Ph. 847-872-3846 ext. 248 Fax: 847-872-0639 E-mail: dmelesio@winthropharbor.com

FOR ALL RECORDS KEPT BY THE POLICE DEPT:

POLICE RECORDS <u>FOIA OFFICER</u>	POLICE RECORDS <u>FOIA OFFICER DESIGNEE</u>	POLICE RECORDS <u>FOIA OFFICER DESIGNEE</u>
Mike Bitton, Dir. of Police Admin. Ph. 847-872-2131 ext. 277 Fax: 847-872-0190 E-mail: mbitton@whpd.org	Karen Larsen, Records Clerk Ph. 847-872-2131 ext. 236 Fax: 847-872-0190 E-mail: klarsen@whpd.org	Ashley Woller, Records Clerk Ph. 847-872-2131 ext. 256 Fax: 847-872-0639 E-mail: awoller@whpd.org

IMPORTANT INFORMATION:

- A. The Village of Winthrop Harbor does not accept oral FOIA requests.
- B. Requestors are not required to state the purpose of a FOIA request, other than indicating whether the request is for commercial purposes. **It is illegal for a requester to obtain a record for a commercial purpose without making this disclosure.**
 - 1. A commercial request is a request in which the requester seeks to use all or part of the record for the sale or resale, or for solicitation or advertisement for services.
 - 2. Requests made by news media, not-for-profit organizations, scientific organizations, or academic organizations are not commercial requests if they are made for the purposes of journalism, research or similar purposes.
 - 3. The Village shall provide an initial response to requests for commercial purposes within 21 business days. The initial response may consist of; [a] providing the records, [b] providing the requester with an estimate as to when the records will be available and what the fees will be, [c] denying the request under an exemption; or [d] notifying the requester that the request is unduly burdensome. (see the FOIA for further details on requests for commercial purposes).
 - 4. Fees, if any, for records requested for commercial purposes must be paid in advance, as estimated in the initial response defined above.
- C. The Village shall comply with or deny requests for non-commercial purposes within five business days. The law provides for an extension of another five business days under certain circumstances, and the Village shall notify the requestor within five business days of the request if an extension is necessary.

FEES FOR RECORDS REQUESTED UNDER FOIA: ¹

- A. Black & white copies, legal or letter size: First 50 pages are free, 15¢ per page thereafter.
- B. Color copies, legal or letter size: Actual cost for all pages.
- C. Black & white or color copies larger than legal or letter size: Actual cost for all pages.
- D. Electronic media (i.e. CD, DVD): Actual cost for each disc.
- E. Records certification: \$1.00 per record.
- F. Traffic Accident Reports: \$5.00 per report. ¹
- G. Traffic Accident Reports investigated by an Accident Reconstruction Officer: \$20.00 per report. ¹
- H. Traffic Accident Report Special Service fee: \$10.00 per report (additional). ²

¹ Traffic Accident Report fees are set separately in Sec. 625 ILCS 5/11-416 of the IL Vehicle Code.

² Special Service fee applies when an insurance company or attorney requests that a Traffic Accident Report be mailed within 48 hours or less. This is in addition to any other applicable fees.