



## Village of Winthrop Harbor, IL

### FREEDOM OF INFORMATION ACT REQUEST FORM

The Village of Winthrop Harbor provides this form as a convenience, however use of this form is not required by the Illinois Freedom of Information Act (FOIA).

FOIA requests may be submitted in writing by mail, FAX, e-mail or hand delivery to the FOIA Officer, Jana Lee, or her designee. The Village of Winthrop Harbor does not accept oral FOIA requests. To request records from the Village or any of its departments, please submit your written request to:

Jana J. Lee, Village Clerk  
 Village of Winthrop Harbor  
 830 Sheridan Road  
 Winthrop Harbor, IL 60096

Phone: (847) 872-3846 ext. 245  
 FAX: (847) 872-0639  
 E-mail: [jlee@winthrop harbor.com](mailto:jlee@winthrop harbor.com)  
 Business Hours: 8am-5pm, Mon-Fri

**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)

<b>ATTORNEY OR INSURANCE COMPANY ONLY</b>	Do you request Special Service? (See reverse) <input type="checkbox"/> Yes <input type="checkbox"/> No If requesting Special Service, you must sign here to acknowledge additional fee: * _____
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**Records sought (please be as specific as possible):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach additional page(s) if necessary

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

DATE REC'D \_\_\_\_\_

TIME REC'D \_\_\_\_\_

DP \_\_\_\_\_ PB \_\_\_\_\_ P D X DEL \_\_\_\_\_ FEE: \$ \_\_\_\_\_

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### **IMPORTANT INFORMATION:**

- A. The Village of Winthrop Harbor does not accept oral FOIA requests.
- B. This standard FOIA Request Form, though not required, is available for the convenience of those making such requests. Additional FOIA Request Forms may be obtained at any municipal office, or on-line at www.winthrop harbor.com.
- C. 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 if asked to do so.**
  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.
- D. 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: <sup>1</sup>**

- 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. <sup>1</sup>
- G. Traffic Accident Reports investigated by an Accident Reconstruction Officer: \$20.00 per report. <sup>1</sup>
- H. Traffic Accident Report Special Service fee: \$10.00 per report (additional). <sup>2</sup>

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

<sup>2</sup> 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.