

**VILLAGE OF GRAYSLAKE**

**FREEDOM OF INFORMATION ACT**

**COMPLIANCE PACKET**

**TABLE OF CONTENTS**

- **Model Rules and Regulations**
- **Model FOIA Forms**
  1. **Checklist**
  2. **Request Form**
  3. **Notice of Incomplete Request**
  4. **Supplemental Information Form**
  5. **Notice of Approval**
  6. **Acknowledgment of Inspection**
  7. **Notice of Extension of Time**
  8. **Request for Extension Agreement**
  9. **Extension Agreement**
  10. **Notice for Meeting**
  11. **Acknowledgment of Narrowed Request**
  12. **General Notice of Denial / Partial Denial of Request**
  13. **Notice of Intent to Deny**
  14. **Section 7(1)(c)/7(1)(f) Notice of Denial / Partial Denial of Request**
- **Text: The Illinois Freedom of Information Act**

**VILLAGE OF GRAYSLAKE**  
**FREEDOM OF INFORMATION ACT**  
**COMPLIANCE PACKET**

**REQUESTS FOR PUBLIC RECORDS**

The Village of Grayslake (the "Village") maintains comprehensive Rules and Regulations Implementing the Illinois Freedom of Information Act (the "FOIA Rules"), which provide procedures, instructions, and forms for obtaining Village public records.

This document provides a brief summary of the Village's FOIA Rules.

All requests to inspect, copy, or certify public records must be submitted to the Village in writing. The Village encourages Requestors to submit their requests on the convenient form provided by the Village, which is available at the Village Hall and on the Village's website. The Village will review all written requests in any form. The Village will respond to each written request to inspect, copy, or certify public records in a manner consistent with the Illinois Freedom of Information Act.

Copies of public records will be provided upon payment of a copying fee, if applicable, as provided in Section IV of the FOIA Rules. If requested, copies of public records will be mailed after the Village receives payment of the actual cost of postage and copying.

Requests and other communications regarding Village records relating to a request to inspect, copy, or certify public records, all requests for copies of the FOIA Rules, and all requests for any other information relating to the Village's implementation of the Illinois Freedom of Information Act must be directed to:

Freedom of Information Officer  
Village of Grayslake  
10 South Seymour Street  
Grayslake, Illinois 60030  
Phone: (847) 223-8515  
Facsimile: (847) 223-4821  
E-mail: FOIA@villageofgrayslake.com

---

The foregoing information is provided pursuant to Section 4(b)  
of the Illinois Freedom of Information Act, 5 ILCS 140/4(b).

---

## VILLAGE OF GRAYSLAKE

### RULES AND REGULATIONS IMPLEMENTING ILLINOIS FREEDOM OF INFORMATION ACT

These Rules and Regulations (the "Rules") include the procedures, instructions, and forms for requesting public records from the Village of Grayslake (the "Village") under the Illinois Freedom of Information Act (the "Act").

The Village will respond to written requests for inspection, copying, or certification of public records in accordance with the Act, these Rules, and any other applicable law. Generally, under the Act, the Village will provide public records for inspection or copying as requested except for records (1) that would, if disclosed, violate individual privacy, or (2) whose production would disrupt the duly undertaken work of the Village, or (3) that are specifically exempted from disclosure by the Act or other applicable law.

Requests and other communications relating to public records must be sent to the Village's Freedom of Information Officer:

Deputy Village Clerk  
Village of Grayslake  
10 South Seymour Street  
Grayslake, Illinois 60030  
Phone: (847) 223-8515  
Facsimile: (847) 223-4821  
E-mail: FOIA@villageofgrayslake.com

#### I. INTERPRETATION

##### A. Conflicts

These Rules do not supersede the provisions of the Act. If a provision of these Rules conflicts with the Act, then the provisions of the Act will govern.

##### B. Definitions

In addition to the definitions provided in the Act or elsewhere in these Rules, the following definitions apply:

1. Business Hours: 8:00 a.m. to 5:00 p.m. on a Business Day.
2. Business Day: Any day on which general offices of the Village at the Village Hall are open and staffed for regular public business. Business Days generally are Monday through Friday, except federal and state legal holidays.
3. Freedom of Information Officer: The Freedom of Information Officer of the Village identified above and designated under Section 3.5 of the Act.

4. Public Access Counselor: The Public Access Counselor of the Office of the Illinois Attorney General.
5. Request: A request to inspect, copy, or certify public records.
6. Request Made for Commercial Purposes: A Request made with the intent to use the requested records (or the information derived from those records), in whole or in part, for sale, resale, or solicitation or advertisement for sales or services. However, a Request submitted by news media or by non-profit, scientific, or academic organizations will not be deemed to be made for commercial purposes if the principal purpose of the Request is (a) to access and disseminate information concerning news and current or passing events, (b) for articles of opinion or features of interest to the public, or (c) for the purpose of academic, scientific, or public research or education.
7. Requestor: A person, firm, or corporation that files a Request with the Village.
8. Response Time: The time for response by the Village to a request for public records, as calculated pursuant to Subsection III.A of these Rules.

**C. Days; Measurement of Time**

1. Days. In counting the number of days allowed for a response or a decision to be given by the Village under the Act and these Rules, the Village will not include the day on which the request or notice requiring the response or decision was first received.
2. Supplemental Requests. Supplemental, amended, or additional Requests will not relate back to the time of receipt of the initial Request. Supplemental, amended, or additional Requests will be considered new Requests for purposes of determining the applicable Response Time.
3. Response Date. All responses and decisions to be issued by the Village under the Act and these Rules will be deemed to have been given on the date of personal delivery to the person or to the residence of the person entitled to the response or decision or, if mailed, on the date of mailing, regardless of the date of actual receipt by that person. Each response and decision will include proof of service evidencing the method by which, and time at which, the response or decision was delivered.

**II. REQUESTS FOR INSPECTION,  
COPYING, OR CERTIFICATION OF PUBLIC RECORDS**

**A. Officials Responsible for Responding to Requests**

The Freedom of Information Officer is the person administratively responsible for receiving and processing Requests.

The Freedom of Information Officer is the person with authority on behalf of the Village to grant or deny Requests, to extend the Response Time, and to issue the appropriate notices with respect to all related matters. The Freedom of Information Officer may consult with Village staff, officials, and others as appropriate before responding to a Request.

The Village may, from time to time, appoint Deputy Freedom of Information Officers to assist the Freedom of Information Officer in the performance of his or her duties under the Act and these Rules. In the absence of the Freedom of Information Officer, the Deputy Freedom of Information Officers are authorized to grant or deny Requests, to extend the Response Time, and to issue the appropriate notices with respect to all related matters.

## **B. Form of Request**

1. Required Information. A Request must be filed with the Village in writing and in English. The Village encourages Requestors to submit requests on the convenient form attached to these Rules (“Official Request Form”) or in a similar form that contains, at a minimum, the following information:
  - a. The Requestor's name;
  - b. Either the Requestor's mailing address, e-mail address, or telephone number;
  - c. A description of the public records requested;
  - d. A statement of purpose, indicating whether the Requestor intends to use the records, or the information derived from those records, for sale, resale, solicitation, or advertisement for sales or services;
  - e. A statement of whether the Requestor is, or represents, news media or a non-profit, scientific or academic organization; and
  - f. A statement of whether the principal purpose of the Request is either (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) academic, scientific or public research or education.

Use of the Official Request Form is the most effective way to obtain a prompt, full, and complete response by the Village to a Request.

2. Supplemental Information. If a Requestor submits a Request on a form other than the Official Request Form, and the Request does not contain all of the information required pursuant to Paragraph II.B.1 of these Rules, then the Requestor must complete a Supplemental Information form or similar writing.

3. Requests Must Be Complete. No Request will be deemed complete unless it contains, at a minimum, all of the information required pursuant to Paragraph II.B.1 of these Rules.
4. Subpoenas. Except as provided in Section 9.5(c) of the Act, these Rules will not apply to any subpoena for records received by the Village and issued by, or in accordance with the rules of, a court or agency of competent jurisdiction.

### **C. Submittal of Request**

Completed Requests must be filed with the Village Freedom of Information Officer by mail, facsimile, overnight courier service, electronic mail, or in person, in accordance with the following:

1. In-Person Submissions. Requests submitted in person must be given to the Freedom of Information Officer or filed in the office of the Village Clerk.
2. Electronic Mail Submissions. Requests submitted by electronic mail must be sent directly to the Freedom of Information Officer at FOIA@villageofgrayslake.com and will be deemed received only upon actual receipt by the Freedom of Information Officer on a Business Day during Business Hours, regardless of date or time of submission.
3. All Other Submissions. Requests submitted by mail or other means must be addressed to the Freedom of Information Officer at the Village Hall and will be deemed received only upon actual receipt by the Freedom of Information Officer or at the front desk of the Village Hall on a Business Day, regardless of date of submission.

All Village officials and employees who receive a Request must immediately forward that Request to the Freedom of Information Officer. The Village will not be responsible for any Request that is not received by the Village due to error or delays beyond the reasonable control of the Village.

### **D. Processing of Request**

1. The Freedom of Information Officer must complete the Checklist immediately upon receipt of the Request. If the Freedom of Information Officer determines that the Request is not complete, as provided in Section II of the Checklist, the Freedom of Information Officer must mail a Notice of Incomplete Request form and a Supplemental Information form to the Requestor within five Business Days after receipt by the Village of the Request. If the Freedom of Information Officer determines that the Request is complete, the Freedom of Information Officer must stamp or otherwise indicate on each completed Request, the date and time of receipt and, if known, the date on which the Village must respond to the Request.

2. The Freedom of Information Officer must maintain an electronic or paper copy of the Request, including all documents submitted with the Request, until all matters related to the Request have been completed.
3. The Freedom of Information Officer must create an electronic or paper file for the retention of the original Request, a copy of the response by the Village, a record of all written communications with the Requestor regarding the Request, and a copy of other communications related to the Request.
4. The Freedom of Information Officer must keep all Notices of Denial in a single central office file, indexed according to the type of exemption asserted, and, to the extent feasible, according to the types of records requested.

### **III. RESPONSES TO REQUESTS**

#### **A. Time for Response**

1. Requests Made for Commercial Purposes. The Village will respond within 21 Business Days after a completed Request Made for Commercial Purposes is received by the Village.
2. Arrest Reports. For completed Requests for chronologically maintained arrest and criminal history information, the Village will respond within 72 hours after the later to occur of (a) the arrest that is the subject of the Request, and (b) the time of receipt of the Request.
3. All Other Requests. For all Requests other than those set forth in Paragraph III.A.1 or III.A.2 of these Rules, the Village will respond within five Business Days after a completed Request is received by the Village, unless the Village has extended the Response Time pursuant to Paragraph III.A.4 of these Rules.
4. Extension of Time
  - a. If the Freedom of Information Officer determines that additional time is needed and allowed under the Act to respond to a Request, then the Freedom of Information Officer, using a Notice of Extension form attached to these Rules or a similar written form, will notify the Requestor within the applicable Response Time of the determination, of the reasons requiring the extension, and of the length of the extension (which may not exceed five additional Business Days). The Freedom of Information Officer may not issue a Notice of Extension for Requests Made for Commercial Purposes.
  - b. The Requestor and the Village, using an Extension Agreement form attached to these Rules or a similar written form, may agree in writing to extend the time for compliance for a period to be mutually determined. In his or her discretion, the Freedom of Information Officer may deliver to

the Requestor a Request for Extension Agreement form and an Extension Agreement form. The Freedom of Information Officer is authorized to execute, in his or her discretion, an Extension Agreement after it has been executed by the Requestor. The Freedom of Information Officer must respond to the Request within the applicable Response Time, unless and until the Requestor and the Village have executed the Extension Agreement.

## **B. Disclosure of Public Records**

1. Notice of Approval. If the Freedom of Information Officer determines that the Act requires disclosure of all or any part or portion of the requested public records, then the Freedom of Information Officer will notify the Requestor in writing of his or her determination, using the Notice of Approval form attached to these Rules or a similar written form.
2. Approval of Requests Made for Commercial Purposes. If the Request is a Request Made for Commercial Purposes, and the requested records are not immediately available for inspection or pick-up, then the Notice of Approval will specify a reasonable date on which the requested records will be available for inspection or pick-up, based on the size and complexity of the Request.
3. Search of Village Files and Use of Village Equipment. Except as otherwise specifically authorized by the Freedom of Information Officer, only Village employees, the Village Attorney, and Village contractors are permitted to search Village files, records, or storage areas, or to use Village equipment in connection with any Request.
4. Removal of Original Records. Original public records may not be removed from any Village building at any time, except as authorized by the Village Manager.
5. Inspection of Public Records. Public records approved by the Freedom of Information Officer for disclosure may be inspected, or copies of public records obtained, during Business Hours at the Village Hall or another location designated by the Freedom of Information Officer. Requestors must make an appointment with the Freedom of Information Officer for a date and time to inspect public records at the Village Hall (or another location designated by the Freedom of Information Officer) approved by the Freedom of Information Officer for disclosure.
6. Copies of Public Records. Copies of public records approved by the Freedom of Information Officer for disclosure may be obtained during Business Hours at the Village Hall or another location designated by the Freedom of Information Officer, provided that the Requestor had requested copies in the Request and has paid any applicable fees.
7. Mailing of Requested Public Records. Copies of public records will be mailed to the Requestor only if the Freedom of Information Officer reasonably determines

that it is unduly burdensome for the Requestor to arrange for inspection of the original public records, or for pick up of copies of the public records, at the Village Hall.

8. Audio and Video Recordings. Requests for reproduction of any public records that are audio or video recordings will be honored in accordance with the provisions of the Act, the Illinois Open Meetings Act, any other applicable State law, and these Rules.
9. Records Maintained in Electronic Format. If the requested public records are maintained by the Village in an electronic format, then the Village will reproduce copies of the requested public records in the electronic format specified by the Requestor, if feasible. The Village may charge to the Requestor the actual cost of the medium necessary for that format.
10. Payment of Fees. The Requestor must pay all copying, certification, and postage fees in advance of receiving copies of any public records.
11. Acknowledgment of Inspection. When the copies of the requested public records have been delivered or inspected, the Freedom of Information Officer and the Requestor must acknowledge delivery or inspection by execution of the Acknowledgment of Inspection form attached to these Rules or a similar written form.

### **C. Categorical Requests**

1. Notice to Meet and Confer. If the Freedom of Information Officer determines that a Request for all records falling within a category will unduly burden the Village, and that the burden to the Village outweighs the public interest in production of the public records sought, then the Freedom of Information Officer, using a Notice for Meeting form attached to these Rules or a similar written form, will notify the Requestor in writing of the determination, of the reasons supporting the determination, and of the right of the Requestor to meet with the Freedom of Information Officer in an effort to narrow the Request.
2. Failure to Respond by Village. The Freedom of Information Officer may neither determine that a Request is unduly burdensome, nor issue a Notice for Meeting, if the Village has previously failed to respond to that Request within the applicable Response Time.
3. Agreement to Narrow Request. If the Requestor agrees to meet and confer with the Freedom of Information Officer regarding the Request, then the Freedom of Information Officer will respond to the Request, or to the Request as narrowed at the meeting, within the applicable Response Time, calculated from the date of adjournment of the meeting. That response may take any form specified in this Section III. If the Requestor agrees to narrow the scope of the Request, the Freedom of Information Officer will deliver an Acknowledgment of Narrowed

Request to the Requestor at the conclusion of the meeting, using the form attached to these Rules or a similar written form.

4. Failure to Meet and Confer. If the Requestor does not agree to meet and confer with the Freedom of Information Officer regarding the request, then the Freedom of Information Officer will deny the Request on the fifth Business Day after the date of the Notice for Meeting, using the General Notice of Denial/Partial Denial of Request form attached to these Rules or a similar written form.

#### **D. Denial**

1. Denials Under Section 7(1)(c) and 7(1)(f). If the Freedom of Information Officer determines that all, or some, or a portion of any requested public records are not subject to disclosure under Sections 7(1)(c) or 7(1)(f) of the Act, then the Freedom of Information Officer must send notice to the Public Access Counselor of the Village's intent to deny the Request, using the Notice of Intent to Deny form attached to these Rules or a similar written form. The Notice of Intent to Deny must include a copy of the Request and the proposed Section 7(1)(c)/7(1)(f) Notice of Denial. A copy of the Notice of Intent to Deny must be sent to the Requestor. If the Public Access Counselor determines that further inquiry into the Request is not warranted, then the Freedom of Information Officer will deliver the Section 7(1)(c)/7(1)(f) Notice of Denial to the Requestor as provided in these Rules.
2. Other Denials. If the Freedom of Information Officer determines that all, or some, or a portion of any requested public records are not subject to disclosure under any other provision of the Act or under these Rules, then, except as provided in this Subsection D, the Freedom of Information Officer must deliver a notice of denial to the Requestor, using the General Notice of Denial/Partial Denial of Request form attached to these Rules or a similar written form. The Freedom of Information Officer may not deliver the General Notice of Denial/Partial Denial of Request to the Public Access Counselor, except upon receipt of a request therefor from the Public Access Counselor pursuant to Section 9.5(c) of the Act.
3. Contents of Denials. Each Section 7(1)(c)/7(1)(f) Notice of Denial and General Notice of Denial/Partial Denial of Request must set forth the reason(s) for the denial, and must notify the Requestor of his or her rights to (a) seek review of the denial by the Public Access Counselor, and (b) seek judicial review under Section 11 of the Act.
4. Denials on Multiple Grounds. If the Freedom of Information Officer also determines that all, or some, or a portion of any requested public records are not subject to disclosure pursuant to both Paragraph III.D.1 and Paragraph III.D.2 of these Rules, the Freedom of Information Officer must prepare both a Section 7(1)(c)/7(1)(f) Notice of Denial and a General Notice of Denial, as provided in Paragraphs III.D.1 and III.D.2 of these rules.

5. Denials in Writing. Except as otherwise provided by the Act, all denials of Requests will be in writing.
6. Cooperation with Public Access Counselor. If the Public Access Counselor determines that further inquiry into any denied Request is warranted, the Freedom of Information Officer will comply with the directives of the Public Access Counselor, or seek appropriate review of those directives, in accordance with the Act.

**E. No Obligation to Create New Records**

Except as provided in Section V of these Rules, the Act and these Rules do not require the Village, in the course of responding to Requests, to create records that the Village does not already maintain in record form.

**F. No Obligation to Interpret or Advise**

Neither the Act nor these Rules require the Village to interpret, or advise Requestors as to the meaning or significance of, any public records.

**IV. FEES**

**A. Fees Established**

Unless fees are waived or reduced under to Subsection IV.C of these Rules, each Requestor must pay the following fees for copying, certification, and mailing of public records:

- |    |   |                                      |
|----|---|--------------------------------------|
| 1. | Copies – 8½ x 11 or 8½ x 14, Black and White  |                                      |
|    | First 50 pages                                | Free                                 |
|    | Additional pages                              | \$ 0.15 per side                     |
| 2. | <i>[Other types of records with set fees]</i> | \$ ___ per ___                       |
| 3. | Certification                                 | \$1.00 per record,<br>plus copy cost |
| 4. | Mailing                                       | Cost of Postage                      |

If the requested records are of a type not listed above, or when the services of an outside vendor are required to copy any public record that are not 8½ x 11 or 8½ x 14, Black and White, then the fees charged for copying the records will be the actual charges incurred by the Village, and the fees stated in items 1 through 3 above will not apply. The fees stated in items 1 through 3 will also not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, then the Requestor must pay the actual cost of the medium.

The Village has determined that the fees in this Subsection A are no more than necessary to reimburse the Village for the actual cost of reproducing, certifying, and mailing public records requested pursuant to the Act and these Rules.

**B. Method and Time of Payment**

Payment of all required fees must be made in cash, by cashier's or certified check, or by money order prior to the examination, copying, certification or mailing of any public record.

**C. Waiver of Fees**

The fees provided in Subsection IV.A of these Rules may be waived or reduced by the Freedom of Information Officer if the Requestor includes in the Request the specific purpose of the Request and establishes to the reasonable satisfaction of the Freedom of Information Officer that a fee waiver or reduction is in the public interest. Any request for a fee waiver or reduction must be indicated in the Request at the time the Request is filed. A subsequent request will not be considered.

A fee waiver or reduction will be considered to be in the public interest only if the principal purpose of the Request is to disseminate information regarding the public health, safety, and welfare or the legal rights of the general public. No fee waiver will be granted if the Request is for the principal purpose of personal or commercial benefit to the Requestor. The Freedom of Information Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

**D. Waiver for Failure to Respond**

If the Freedom of Information Officer does not respond to a Request properly submitted pursuant to Section II of these Rules within the applicable Response Time, then the Village will not require the payment of fees for any copies of records produced in response to that Request.

**V. VILLAGE OBLIGATIONS**

**A. Organizational Description**

The Freedom of Information Officer, at least once each fiscal year, will produce and make available for inspection, copying, and mailing to any person requesting it, a brief description of the Village. The description must identify and describe the membership of the Village's Board of Trustees and of all of its standing and special committees and other advisory bodies and also must include:

- a short summary of the Village's purpose,
- a block diagram of the Village's functional subdivisions,

- the approximate number of the Village's full and part-time employees,
- the total amount of the Village's operating budget, and
- the number and location of each of the Village's offices.

If the Village maintains a website, the Freedom of Information Officer must post the description required pursuant to this Subsection V.A to the website.

**B. Index of Public Records**

The Freedom of Information Officer must create, maintain current, and make available for inspection, copying, and mailing, a current index of all types or categories of public records prepared or received, and maintained, by the Village after July 1, 1984. The index must be reasonably detailed in order to aid persons in obtaining access to the public records of the Village.

**C. Records Stored by Electronic Data Processing**

The Freedom of Information Officer must prepare and furnish, to any person requesting it, a description of the manner in which public records of the Village stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

**D. Summary of Procedures**

The Freedom of Information Officer must create, maintain current, and make available for inspection, copying, and mailing, a brief summary of the procedures established by these Rules. If the Village maintains a website, the Freedom of Information Officer must post the summary required pursuant to this Subsection V.D to the website.

**E. Posting and Mailing of Information**

The Freedom of Information Officer must keep posted at the Village Hall, and will mail to any person making a request therefor, copies of the Organizational Description prepared pursuant to Subsection V.A of these Rules, the Index of Public Records prepared pursuant to Subsection V.B of these Rules, and the Summary of Procedures prepared pursuant to Subsection V.D of these Rules.

**F. Filing of Notices of Denial**

The Freedom of Information Officer must retain copies of all Notices of Denial and Notices of Intent to Deny in a single file at the Village Hall that is open to the public and indexed according to the type of exemption asserted and, to the extent that categorization is feasible, the type of records requested.

**VILLAGE OF GRAYSLAKE**

**FREEDOM OF INFORMATION ACT**

**COMPLIANCE PACKET**

**FOIA FORMS**

- 1. Checklist**
- 2. Request Form**
- 3. Notice of Incomplete Request**
- 4. Supplemental Information Form**
- 5. Notice of Approval**
- 6. Acknowledgment of Inspection**
- 7. Notice of Extension of Time**
- 8. Request for Extension Agreement**
- 9. Extension Agreement**
- 10. Notice for Meeting**
- 11. Acknowledgment of Narrowed Request**
- 12. General Notice of Denial / Partial Denial of Request**
- 13. Notice of Intent to Deny**
- 14. Section 7(1)(c)/7(1)(f) Notice of Denial / Partial Denial of Request**

VILLAGE OF GRAYSLAKE  
REQUEST FOR PUBLIC RECORDS  
CHECKLIST

FOR COMPLETION BY INITIAL VILLAGE RECIPIENT OF REQUEST

I. Initial Receipt of Request

Date of Receipt: \_\_\_\_\_ Time of Receipt: \_\_\_\_\_  
\_\_\_\_\_, 20 \_\_\_\_\_

Method of Delivery:  
\_\_\_ Personal delivery during Business Hours  
\_\_\_ Personal delivery after Business Hours  
\_\_\_ Mail delivery during Business Hours  
\_\_\_ Mail delivery after Business Hours  
\_\_\_ Electronic delivery by \_\_\_\_\_

Village employee receiving request (if not Freedom of Information Officer):  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Forwarded to Freedom of Information Officer (if applicable):  
Date: \_\_\_\_\_, 20\_\_\_ Time: \_\_\_\_\_

Receipt by Freedom of Information Officer:  
Date: \_\_\_\_\_, 20\_\_\_ Time: \_\_\_\_\_

TO BE COMPLETED BY FREEDOM OF INFORMATION OFFICER ONLY

II. Determination of Completeness

Has the Requestor provided: Yes No

A. Basic Information

- 1. His/her/its name? \_\_\_\_\_
- 2. His/her/its mailing address, email address, or telephone number? \_\_\_\_\_
- 3. A description of the public records requested? \_\_\_\_\_

- If you have checked "No" to any item in this Section II.A, send the Notice of Incomplete Request form and Supplemental Information form to the Requestor within five Business Days after receipt by the Village of the Request.
- If you have checked "Yes" to all items in this Section II.A, proceed to Section II.B.

**B. Purpose of Request**

	<u>Yes</u>	<u>No</u>	<u>Don't Know</u>
4. Does the Requestor intend to use the records, or the information derived therein, for sale, resale, solicitation, or advertisement for sales or services?	___	___	___
5. Is the Requestor, or does the Requestor represent, news media or a non-profit, scientific or academic organization?	___	___	___
6. Is the principal purpose of the Request is to access and disseminate information concerning news and current or passing events?	___	___	___
7. Is the principal purpose of the Request is for articles of opinion or features of interest to the public?	___	___	___
8. Is the principal purpose of the Request is academic, scientific, or public research or education?	___	___	___

- Send the Notice of Incomplete Request form and Supplemental Information form to the Requestor within five Business Days after receipt by the Village of the Request, if:
  - You have checked "Don't Know" to Question #4;
  - You have checked "Yes" to Question #4, and "Don't Know" to Question #5; or
  - You have checked "Yes" to Questions #4 and #5, and "Don't Know" to Questions #6, #7, and #8.
- In all other circumstances, proceed to Section III.

**III. Preparation of Response**

Is this request for a Commercial Purpose (circle one)?      Yes / No

Date Response Due: \_\_\_\_\_ (either 5 or 21 Business Days after receipt by Village)

Village employee responsible for compiling response:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Freedom of Information Officer: \_\_\_\_\_

VILLAGE OF GRAYSLAKE

REQUEST FOR PUBLIC RECORDS  
OFFICIAL REQUEST FORM

INSTRUCTIONS AND INFORMATION

- a. In Section 1, describe the public records that you wish to inspect or to have copied or certified. Please be precise about what records you seek. You may use a separate sheet if necessary.

Indicate whether you request only to inspect the public records at the Village Hall or whether you also request to have the public records copied or certified by checking the appropriate spaces.

- b. By submitting this Request Form, you are agreeing to pay to the Village, in advance of receiving copies of any public records, the copying and certification fees set forth in Section 2.

The fees set forth in Section 2 may be waived or reduced by the Freedom of Information Officer on determination and proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a fee waiver or reduction, you must complete and sign the statement set forth in Subsection 2.B.

- c. In Section 3, indicate the purposes for which you are requesting the public records identified in Section 1. You must provide the information in this Section.
- d. The Village will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for you to inspect or pick up the copies at the Village Hall and then only upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section 4.
- e. You must provide the information requested in Section 5.
- f. You must sign the statement set forth in Section 6.

---

The Village will disclose the public records requested on this Request Form within 21 Business Days after the receipt of this Request Form for all requests made for commercial purposes, and within five Business Days for all other requests, unless the applicable response period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefor. The Village will not be responsible for any Request that is not received by the Village due to error or delays beyond the reasonable control of the Village. The Requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* For more detailed information, please consult the Village of Grayslake Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Officer.

---

To: Freedom of Information Officer  
 Village of Grayslake  
 10 South Seymour Street  
 Grayslake, Illinois 60030

**1. Request for Records**

I request the following public records of the Village:

Records Requested	<u>inspect</u>	<u>copy</u>	<u>certify</u>
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—
_____	—	—	—

**2. Agreement to Pay Fees**

A. Unless I have requested and received a waiver under Subsection B of this Section, I will pay the following fees for the public records copied or certified at my request:

1. Copies – 8½ x 11 or 8½ x 14, Black and White
 

First 50 pages	Free
Additional pages	\$ 0.15 per side
2. *[Other types of records with set fees]*      \$ \_\_\_ per \_\_\_
3. Certification      \$1.00 per record,  
plus copy cost

I agree that I will pay the actual charges that the Village incurs in connection with the copying services, and that the fees stated in items 1 through 3 above will not apply, if: (i) the Village must use an outside vendor to copy a public record that is not 8½ x 11 or 8½ x 14, Black and White; or (ii) the requested records are of a type not listed above. I further agree that the fees stated in items 1 through 3 above will not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, I agree to pay the actual cost of purchasing the medium.

B. I request a waiver of the fees set forth in Subsection A above, and in support of my request I hereby certify that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Purpose of Request**

Please check Yes or No for each of the following questions:

	<u>Yes</u>	<u>No</u>
A. I am requesting the public records identified in Section 1 above to use the records, or the information derived therein, for sale, resale, solicitation, or advertisement for sales or services.	___	___
B. I am, or represent, news media or a non-profit, scientific or academic organization.	___	___
C. The principal purpose of this Request for Public Records is to access and disseminate information concerning news and current or passing events.	___	___
D. The principal purpose of this Request for Public Records is for articles of opinion or features of interest to the public.	___	___
E. The principal purpose of this Request for Public Records is academic, scientific, or public research or education.	___	___

Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. Each request for a public record or category of public records made in violation of this requirement (whether made as part of a single or multiple written requests) shall be subject to a fine of \$750 and such other penalties allowed by law.

**4. Request for Mail Delivery**

\_\_\_ I request that the Village mail copies of the requested public records to me at the address set forth in Section 5 below. I hereby agree to pay the actual postage for

mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the Village Hall because:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ I do not request mail delivery of any of the requested public records.

**5. Requestor**

A. Name of Requestor: \_\_\_\_\_

B. Name of person for whom records are being requested (if not Requestor):  
\_\_\_\_\_

C. Address for Responses, Decisions, and Communications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Telephone Numbers of Requestor:  
Day: \_\_\_\_\_  
Evening: \_\_\_\_\_

E. E-mail: \_\_\_\_\_

**6. Signature of Requestor**

By signing this Request, I acknowledge and represent that I have reviewed, and that I understand, the Village of Grayslake Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

**Notice of Incomplete Request**

VILLAGE OF GRAYSLAKE

REQUEST FOR PUBLIC RECORDS

NOTICE OF INCOMPLETE REQUEST

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, the Village of Grayslake received your written request for the inspection, copying, or certification of certain Village public records ("Your Request"). The Village has determined that Your Request is not complete, as required by the Freedom of Information Act and the Village of Grayslake Rules and Regulations for Implementation of the Illinois Freedom of Information Act. Specifically, the following information, circled below, was not provided in Your Request:

Requestor's Name	Description of Records Requested
Requestor's Mailing Address, E-Mail Address, or Telephone Number	Statement of Purpose

Please provide the required information to the Village Freedom of Information Officer at the address below, either by completing the convenient Supplemental Information form enclosed, or by another written document. The Village will then process Your Request in accordance with applicable law.

Dated: \_\_\_\_\_, 20\_\_\_\_

VILLAGE OF GRAYSLAKE

By: \_\_\_\_\_  
Freedom of Information Officer



- |   | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| B. I am, or represent, news media or a non-profit, scientific or academic organization.   | ___        | ___       |
| C. The principal purpose of my request for public records is to access and disseminate information concerning news and current or passing events. | ___        | ___       |
| D. The principal purpose of my request for public records is for articles of opinion or features of interest to the public.                       | ___        | ___       |
| E. The principal purpose of my request for public records is academic, scientific, or public research or education.                               | ___        | ___       |

**3. Agreement to Pay Fees**

A. Unless I have requested and received a waiver under Subsection B of this Section, I will pay the following fees for the public records copied or certified at my request:

- |   |                                      |
|---|--------------------------------------|
| 1. Copies – 8½ x 11 or 8½ x 14, Black and White |                                      |
| First 50 pages                                  | Free                                 |
| Additional pages                                | \$ 0.15 per side                     |
| 2. [Other types of records with set fees]       | \$ ___ per ___                       |
| 3. Certification                                | \$1.00 per record,<br>plus copy cost |

I agree that I will pay the actual charges that the Village incurs in connection with the copying services, and that the fees stated in items 1 through 3 above will not apply, if: (i) the Village must use an outside vendor to copy a public record that is not 8½ x 11 or 8½ x 14, Black and White; or (ii) the requested records are of a type not listed above. I further agree that the fees stated in items 1 through 3 above will not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, I agree to pay the actual cost of purchasing the medium.

B. I request a waiver of the fees set forth in Subsection A above, and in support of my request I hereby certify that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

---

---

---

---

---

**4. Request for Mail Delivery**

\_\_\_ I request that the Village mail copies of the requested public records to me at the address set forth below. I hereby agree to pay the actual postage for mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the Village Hall because:

---

---

\_\_\_ I do not request mail delivery of any of the requested public records.

**5. Signature of Requestor**

By signing this form, I represent that I have reviewed, and that I understand, the Village's Rules and Regulations for Implementing the Illinois Freedom of Information Act and that all of the information provided in this form and in support of my request for public records is true and accurate.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_, 20\_\_\_\_  
Date

VILLAGE OF GRAYSLAKE

NOTICE OF APPROVAL OF REQUEST FOR PUBLIC RECORDS

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, the Village of Grayslake received your written request for the inspection, copying, or certification of certain Village public records (“Your Request”).

**1. Decision on Request**

- \_\_\_ Your Request is hereby approved in its entirety.
- \_\_\_ Your Request is approved in part and denied in part. Those records for which your Request is approved are identified in Section 2 below. Those records for which your Request is denied are identified in the enclosed Notice of Denial(s).

**2. Availability of Records**

Your Request is approved for the following public records (the “Specified Records”):

- \_\_\_ The following public records will be made available for your inspection at the Village Hall as indicated in Section 3 below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_ Subject to payment of any required fees pursuant to Section 4 below, copies of the following public records will be made available for pick up by you at the Village Hall as indicated in Section 3 below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_ Subject to payment of any required fees pursuant to Section 4 below, certified copies of the following public records will be made available for pick up by you at the Village Hall as indicated in Section 3 below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Subject to payment of any required fees pursuant to Section 4 below, the following public records will be delivered to you, or will be made available for pick up by you at the Village Hall as indicated in Section 3 below, in the electronic format that you requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Electronic Format of Delivery: \_\_\_\_\_

**3. Appointment for Inspection or Pick-up**

The Specified Records will be made available for inspection or pick-up at the Village Hall, 10 South Seymour Street, Grayslake, Illinois 60030. You must call the Freedom of Information Officer at the Village Hall at (847)223-8515 to schedule an appointment for inspection or pick up of the Specified Records.

\_\_\_\_ If, within five Business Days after the date of this Notice of Approval, you have not made an appointment to inspect or pick up the Specified Records, then the Specified Records will be re-filed and will be made available to you only upon the filing of a new Request for records.

\_\_\_\_ Pursuant to Sections 2(c-10) and 3.1 of the Illinois Freedom of Information Act, 5 ILCS 140/2(c-10) and 140/3.1, the Village has determined that Your Request is a request made for commercial purposes. The Specified Records will be available for inspection or pick-up on or after \_\_\_\_\_, 20\_\_ (the "Availability Date"). If, within five Business Days after the Availability Date, you have not made an appointment to inspect or pick up the Specified Records on or before the fifth Business Day after the Availability Date, then the Specified Records will be re-filed and will be made available to you only upon the filing of a new Request for records.

**4. Copying and Certification Fees**

No copies or certified copies of the Specified Records will be provided to you until the following applicable fees have been paid. Fees must be paid in cash, by cashier's or certified check, or by money order.

8½ x 11 or 8½ x 14 Black and White Copy Cost:

First 50 Pages: Free

Additional Pages: \$ \_\_\_\_\_ (\_\_\_\_ sides at \$ 0.15 per side)

Certification Cost: \$ \_\_\_\_\_ (\_\_\_\_ documents at \$1.00 each)

Reproduction of Electronic Medium Cost: \$ \_\_\_\_\_

Outside Vendor Cost: \$ \_\_\_\_\_ (see attached invoice)

Other Actual Reproduction Cost: \$\_\_\_\_\_ (see attached invoice)  
Cost as Fixed by Statute: \$\_\_\_\_\_  
Total Fee: \$\_\_\_\_\_

The following provisions marked with an "x" apply to your request:

- Your fees have been paid in full.
- Your request for a fee waiver or reduction has been approved in the following amount: \$\_\_\_\_\_
- Your request for a fee waiver or reduction has been denied.
- You have previously deposited the following amount: \$\_\_\_\_\_
- A balance is now due in the following amount: \$\_\_\_\_\_

**5. Mailing of Records**

- Your request that the Village mail the Specified Records to you has been denied on the basis that you have not shown that it would be unduly burdensome for you to arrange to pick up the Specified Records.
- Your request that the Village mail the Specified Records to you has been approved. However, before the Village will mail the Specified Records, you must pay the balance, if any, indicated in Section IV above and the following additional amount to cover the cost of postage: \$\_\_\_\_\_.

Dated: \_\_\_\_\_, 20\_\_\_\_\_

VILLAGE OF GRAYSLAKE

By: \_\_\_\_\_  
Freedom of Information Officer

STATE OF ILLINOIS        )  
  )  
COUNTY OF \_\_\_\_\_  )

SS.

PROOF OF SERVICE

I, \_\_\_\_\_, being duly sworn on oath, state that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on or about the hour of \_\_\_\_\_ .m., I personally delivered or mailed the foregoing document entitled “**NOTICE OF APPROVAL OF REQUEST FOR PUBLIC RECORDS**” by:

\_\_\_ Personally handing it to the person to whom it is addressed.

\_\_\_ Delivering it to the property located at:

\_\_\_\_\_  
\_\_\_\_\_

which property is believed by me to be the residence, office, or other location of the person to whom the document is addressed.

\_\_\_ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**Acknowledgment of Inspection**

VILLAGE OF GRAYSLAKE

ACKNOWLEDGMENT OF INSPECTION  
OR RECEIPT OF PUBLIC RECORDS

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to your request for the inspection, copying, or certification of certain Village public records dated \_\_\_\_\_ ("Your Request"), you have been provided with the right to inspect, or copies of, the following public records in accordance with the Illinois Freedom of Information Act:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Village has received \$\_\_\_\_\_ from you in the form of cash, a cashier's or certified check, or a money order, in payment of all fees related to Your Request.

Dated: \_\_\_\_\_, 20\_\_\_\_

VILLAGE OF GRAYSLAKE

By: \_\_\_\_\_  
Freedom of Information Officer

-----  
TO BE COMPLETED BY REQUESTOR

I, \_\_\_\_\_, hereby acknowledge that I have been provided with the public records listed above on \_\_\_\_\_. In the event that I have been denied the right to inspect or copy other public records, this acknowledgment will not in any way affect my right to appeal the denial.

\_\_\_\_\_  
Signature of Requestor

**Notice of Extension of Time**

VILLAGE OF GRAYSLAKE

NOTICE OF EXTENSION OF TIME TO RESPOND  
TO REQUEST FOR PUBLIC RECORDS

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, the Village of Grayslake received your written request for the inspection, copying, or certification of certain Village public records (“Your Request”).

Pursuant to the Illinois Freedom of Information Act, the original due date for a response by the Village to Your Request is \_\_\_\_\_, 20\_\_.

**I. Extension of Time to Respond**

Pursuant to Section 3(e) of the Illinois Freedom of Information Act, 5 ILCS 140/3(e), the Village hereby notifies you that the time to respond to Your Request is extended for \_\_\_\_\_ Business Days as to all records identified in Section II below (the “Specified Records”).

Accordingly, the Village will respond to Your Request as it relates to the Specified Records on or before \_\_\_\_\_, a date that is not more than 10 Business Days after the date on which Your Request was originally received by the Village.

**II. Specified Records**

This extension applies to the following public records included in Your Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You will receive a separate response from the Village regarding Your Request as it relates to any public records that are not listed above.

**III. Justification for Extension**

This extension is necessary because:

\_\_\_\_\_ The Specified Records are stored in whole or in part at a location other than the office in charge of the Specified Records.

\_\_\_\_\_ Your Request requires the collection of a substantial number of Specified Records.

\_\_\_\_\_ Your Request is couched in categorical terms and requires an extensive search for responsive records.

\_\_\_\_\_ The Specified Records have not been located in the course of routine search and additional efforts are being made to locate them.

\_\_\_\_\_ The Specified Records require examination and evaluation by personnel having the necessary expertise and discretion to determine if they are exempt from disclosure under Sections 7 or 7.5 of the Illinois Freedom of Information Act, 5 ILCS 140/7 and 5 ILCS 140/7.5, or should be disclosed only with appropriate deletions.

\_\_\_\_\_ Your Request requires consultation with another public body or among two or more bodies of the Village that have a substantial interest in the response to, or the subject matter of, Your Request.

\_\_\_\_\_ The Specified Records cannot be produced within the time prescribed by the Act without unduly burdening or interfering with the operations of the Village because:

\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_\_\_

VILLAGE OF GRAYSLAKE

By: \_\_\_\_\_  
Freedom of Information Officer

STATE OF ILLINOIS        )  
  )  
COUNTY OF \_\_\_\_\_ )        SS.

PROOF OF SERVICE

I, \_\_\_\_\_, being duly sworn on oath, state that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on or about the hour of \_\_\_\_\_ .m., I personally delivered or mailed the foregoing document entitled “**NOTICE OF EXTENSION OF TIME TO RESPOND TO REQUEST FOR PUBLIC RECORDS**” by:

\_\_\_ Personally handing it to the person to whom it is addressed.

\_\_\_ Delivering it to the property located at:

\_\_\_\_\_  
\_\_\_\_\_

which property is believed by me to be the residence, office, or other location of the person to whom the document is addressed.

\_\_\_ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**Request for Extension Agreement**

VILLAGE OF GRAYSLAKE

REQUEST FOR PUBLIC RECORDS

REQUEST FOR EXTENSION AGREEMENT

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, the Village of Grayslake received your written request for the inspection, copying, or certification of certain Village public records (“Your Request”).

The Village hereby requests an extension of the deadline for a response by the Village to Your Request until \_\_\_\_\_, 20\_\_\_. If you consent to this extension, please sign the enclosed Extension Agreement and return it to the Village Freedom of Information Officer as soon as possible. The Freedom of Information Officer will then execute the Extension Agreement and return a fully executed copy to you.

If you have any questions regarding the Extension Agreement, please contact the Freedom of Information Officer at (847) 223-8515.

Dated: \_\_\_\_\_, 20\_\_

VILLAGE OF GRAYSLAKE

By: \_\_\_\_\_  
Freedom of Information Officer

VILLAGE OF GRAYSLAKE  
REQUEST FOR PUBLIC RECORDS  
EXTENSION AGREEMENT

Pursuant to Section 3(e) of the Illinois Freedom of Information Act, 5 ILCS 140/3(e), The Village of Grayslake ("Village") and \_\_\_\_\_ ("Requestor") hereby agree as follows:

- A. The Requestor has submitted a request for the inspection, copying, or certification of certain Village public records, dated \_\_\_\_\_, 20\_\_ ("Request").
- B. The original due date for a Response by the Village to the Request is \_\_\_\_\_, 20\_\_.
- C. The Village requires additional time to respond to the Request.
- D. The Requestor agrees to extend the deadline for a response by the Village to the Request until \_\_\_\_\_, 20\_\_.
- E. The Requestor acknowledges and agrees that any failure by the Village to comply with any deadlines set forth in the Illinois Freedom of Information Act, or with any previous deadlines mutually agreed between the Village and the Requestor, will not be treated as a denial of the Request.

REQUESTOR:

VILLAGE OF GRAYSLAKE:

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

Freedom of Information Officer

Date: \_\_\_\_\_, 20\_\_

Date: \_\_\_\_\_, 20\_\_

VILLAGE OF GRAYSLAKE

NOTICE TO MEET AND CONFER TO  
NARROW CATEGORICAL REQUEST FOR  
PUBLIC RECORDS TO MANAGEABLE PROPORTIONS

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, the Village of Grayslake received your written request for inspection, copying, or certification of the following categories of Village public records (the "Specified Records"):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby notified that your request for the Specified Records has been determined to be unduly burdensome pursuant to Section 3(g) of the Illinois Freedom of Information Act, 5 ILCS 140/3(g), because the burden on the Village of providing the Specified Records outweighs the public interest in disclosure of the information contained in the Specified Records. Specifically, but without limitation, providing the Specified Records would be unduly burdensome to the Village in that there is no way for the Village to narrow Your Request based on the information provided by you and:

\_\_\_\_\_  
\_\_\_\_\_

I hereby extend to you an opportunity to meet and confer with \_\_\_\_\_ in an attempt to narrow your request to manageable proportions. Please call \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_\_ between 8:00 a.m. and 5:00 p.m., Monday through Friday, in order to schedule a conference.

If you do not take advantage of this opportunity to meet and confer, your request will be denied on the fifth Business Day after the date of this notice.

Dated: \_\_\_\_\_.

VILLAGE OF GRAYSLAKE

By: \_\_\_\_\_  
Freedom of Information Officer

STATE OF ILLINOIS        )  
  )  
COUNTY OF \_\_\_\_\_ )        SS.

PROOF OF SERVICE

I, \_\_\_\_\_, being duly sworn on oath, state that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on or about the hour of \_\_\_\_\_ .m., I personally delivered or mailed the foregoing document entitled “**NOTICE TO MEET AND CONFER TO NARROW CATEGORICAL REQUEST FOR PUBLIC RECORDS TO MANAGEABLE PROPORTIONS**” by:

\_\_\_ Personally handing it to the person to whom it is addressed.

\_\_\_ Delivering it to the property located at:

\_\_\_\_\_  
\_\_\_\_\_

which property is believed by me to be the residence, office, or other location of the person to whom the document is addressed.

\_\_\_ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**Acknowledgment of Narrowed Request**

VILLAGE OF GRAYSLAKE

ACKNOWLEDGMENT OF NARROWED REQUEST

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A. You have submitted a request for the inspection, copying, or certification of certain Village public records, dated \_\_\_\_\_, 20\_\_ ("Initial Request").

B. On \_\_\_\_\_, 20\_\_, the Village delivered a Notice to Meet and Confer to you, pursuant to Section 3(g) of the Illinois Freedom of Information Act, 5 ILCS 140/3(g). The Notice to Meet and Confer indicated that the Village deemed your Initial Request to be unduly burdensome because the burden on the Village of providing the requested records outweighs the public interest in disclosure of the information contained in the requested records.

C. On \_\_\_\_\_, 20\_\_, you met with the undersigned Village Freedom of Information Officer in an attempt to narrow the Initial Request to manageable proportions.

D. You and the Village have agreed to narrow the Initial Request to include only the following Village public records ("Narrowed Request"):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. The Village will respond to the Narrowed Request within the applicable time set forth in the Illinois Freedom of Information Act, measured from the date of your meeting with the Village Freedom of Information Officer.

Dated: \_\_\_\_\_.

VILLAGE OF GRAYSLAKE

By: \_\_\_\_\_  
Freedom of Information Officer

Acknowledged and agreed this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Requestor

VILLAGE OF GRAYSLAKE

DENIAL OF REQUEST FOR PUBLIC RECORDS

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, the Village of Grayslake received your written request for inspection, copying, or certification of certain Village public records (“Your Request”).

**1. Denial of Request**

\_\_\_ Your Request is hereby denied in its entirety. The reason(s) for denial are stated in Paragraph 5 below.

\_\_\_ Your Request has been denied in part. The records for which Your Request is denied are identified below. (The records for which Your Request is approved are identified in the enclosed Notice of Approval.)

Your Request is denied as to the following records (the “Specified Records”):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Responsible Official**

The Village’s Freedom of Information Officer is the official responsible for this denial.

**3. Notice of the Right to Review by Illinois Attorney General**

You have the right to file a request for review of Your Request and this Notice of Denial by the Public Access Counselor of the Office of the Illinois Attorney General. The Public Access Counselor may be contacted at 500 South 2nd Street, Springfield, Illinois 62706, or by telephone at (217) 558-0486.

**4. Notice of Right to Judicial Review**

Under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/11, you have the right to seek judicial review of this denial. The Village cannot advise or represent you in this matter. You should consult your own legal counsel.

**5. Justification for Denial**

Your Request is being denied with respect to the Specified Records because the Specified Records are exempt from disclosure pursuant to the Illinois Freedom of Information Act for the following reason or reasons (references are to sections of the Act):

\_\_\_ The Specified Records are neither prepared by or for the Village, nor have the Specified Records been or are being used by, or received by, the Village. § 1, § 2(c)

\_\_\_ The Specified Records are not within the Village’s possession or control, nor are the Specified Records related to a governmental function and in the possession of a party with whom the Village has contracted to perform that governmental function on behalf of the Village. § 1, § 2(c), § 7(2)

\_\_\_ The Specified Records are chronically maintained arrest or criminal history information, the disclosure of which would interfere with pending or actually and reasonably contemplated law enforcement proceedings. § 2.15(c)

\_\_\_ The Specified Records are chronically maintained arrest or criminal history information, the disclosure of which would endanger the life or physical safety of any person. § 2.15(c)

\_\_\_ The Specified Records are chronically maintained arrest or criminal history information, the disclosure of which would compromise the security of a correctional facility. § 2.15(c)

\_\_\_ Your Request, couched in categorical terms, is unduly burdensome because the burden on the Village of complying with Your Request outweighs the public interest in providing the Specified Records, and efforts to reduce Your Request to manageable proportions have been unsuccessful. § 1, § 3(g)

\_\_\_ Your Request is unduly burdensome because you have repeatedly requested the Specified Records or similar public records, which records are unchanged or identical to records previously provided or properly denied pursuant to the Act. § 3(g)

\_\_\_ Disclosure of the Specified Records is specifically prohibited by the following Federal or State law, rule, or resolution: \_\_\_\_\_.  
§ 7(1)(a)

\_\_\_ The Specified Records are private information. § 2(c-5), § 7(1)(b)

\_\_\_ The Specified Records are maintained by one or more law enforcement agencies and are specifically designed to provide information to one or more law enforcement agencies regarding the physical or mental status of one or more individual subjects. § 7(1)(b-5)

- \_\_\_ The Specified Records were created in the course of administrative enforcement proceedings, or for law enforcement purposes, and disclosure would:
  - \_\_\_ interfere with a pending or actually and reasonably contemplated law enforcement proceeding by the Village. § 7(1)(d)(i)
  - \_\_\_ interfere with active administrative enforcement proceedings by the Village. § 7(1)(d)(ii)
  - \_\_\_ unavoidably disclose the identity of a confidential source or confidential information provided by the confidential source, or the identity of persons who file complaints with or provide information to administrative, investigative, law enforcements or penal agencies. § 7(1)(d)(iv)
  - \_\_\_ disclose unique or specialized investigative techniques other than those generally used and known, and disclosure would result in demonstrable harm to the Village. § 7(1)(d)(v)
  - \_\_\_ endanger the life or physical safety of any person. § 7(1)(d)(vi)
  - \_\_\_ obstruct or interfere with an active or ongoing criminal investigation by the Village. § 7(1)(d)(iv), § 7 (1)(d)(vii)
- \_\_\_ The Specified Records relate to the security of correctional institutions or detention facilities. § 7(1)(e)
- \_\_\_ The Specified Records contain trade secrets or commercial or financial information furnished to the Village under a claim that they are proprietary, privileged, or confidential, and disclosure would cause competitive harm to the furnisher of the information. § 7(1)(g)
- \_\_\_ The Specified Records constitute proposals or bids for a contract, grant, or agreement that has not been awarded or for which a final selection has not been made, and disclosure would either frustrate the Village's procurement procedures, or give an advantage to any person who may submit a proposal or bid. § 7(1)(h)
- \_\_\_ The Specified Records constitute information prepared by or for the Village in preparation of a bid solicitation for which no award or final selection has been made. § 7(1)(h)

- \_\_\_ The Specified Records are valuable formulae, computer geographic systems, designs, drawings, or research data obtained or produced by the Village, and disclosure could reasonably be expected to produce private gain or public loss. § 7(1)(i)
  
- \_\_\_ The Specified Records contain the following types of information pertaining to specified educational matters that are exempt from disclosure:
  - \_\_\_ test questions, scoring keys and other examination data used to administer an academic examination. § 7(1)(j)(i)
  
  - \_\_\_ information concerning a school or university's adjudication of student disciplinary cases, and disclosure would unavoidably reveal the identity of the student. § 7(1)(j)(iii)
  
  - \_\_\_ course materials or research materials used by faculty members. § 7(1)(j)(iv)
  
- \_\_\_ Disclosure of the Specified Records would compromise the security of a project constructed with public funds. § 7(1)(k)
  
- \_\_\_ The Specified Records are plans, technical submissions or other construction related technical documents for projects not constructed in whole or in part with public funds. § 7(1)(k)
  
- \_\_\_ The Specified Records are minutes of closed meetings of the Village and are not subject to public inspection pursuant to the Open Meetings Act. § 7(1)(l)
  
- \_\_\_ The Specified Records constitute or reflect communications between the Village and an attorney or auditor that are not subject to discovery in litigation. § 7(1)(m)
  
- \_\_\_ The Specified Records were prepared or compiled at the request of an attorney advising the Village in anticipation of criminal, civil, or administrative proceedings. § 7(1)(m)
  
- \_\_\_ The Specified Records were prepared or compiled with respect to an internal audit of the Village. § 7(1)(m)
  
- \_\_\_ The Specified Records relate to adjudication of an employee grievance or disciplinary case, and do not constitute the final outcome of a case in which discipline was imposed. § 7(1)(n)
  
- \_\_\_ Disclosure of the Specified Records would jeopardize the security of a data processing system, of the data contained therein, or of other related data processing materials. § 7(1)(o)
  
- \_\_\_ The Specified Records relate to employee collective bargaining matters and do not constitute a final collective bargaining agreement. § 7(1)(p)

- \_\_\_ The Specified Records are test questions, scoring keys, or other examination data used to determine employment or license qualifications. § 7(1)(q)
- \_\_\_ The Specified Records relate to pending negotiations for the purchase or sale of real estate. § 7(1)(r)
- \_\_\_ The Specified Records relate to pending or actually and reasonably contemplated eminent domain proceedings and are not subject to discovery pursuant to the rules of the Illinois Supreme Court. § 7(1)(r)
- \_\_\_ The Specified Records are proprietary information related to the operation of an intergovernmental risk management association, self-insurance pool, or jointly self-administered health and accident cooperative or pool. § 7(1)(s)
- \_\_\_ The Specified Records are insurance or self-insurance records. § 7(1)(s)
- \_\_\_ The Specified Records are information that would disclose or might lead to the disclosure of secret or confidential information, codes, algorithms, programs, or private keys intended to be used to create electronic or digital signatures. § 7(1)(u)
- \_\_\_ The Specified Records concern vulnerability assessments, security measures, or response policies or plans designed to identify, protect, or respond to potential attacks on a community's population or systems, facilities, or installations, and disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of any person. § 7(1)(v)
- \_\_\_ The Specified Records are maps or other records regarding the location or security of utility or power generator facilities. § 7(1)(x)
- \_\_\_ The Specified Records are records of proposals, bids, or negotiations related to the procurement of electric power that have been determined to be confidential and proprietary by the Illinois Power Agency or by the Illinois Commerce Commission. § 7(1)(y)
- \_\_\_ The Specified Records are library circulation or order records identifying library uses with specific materials, as provided in the Library Records Confidentiality Act. § 7.5(b)
- \_\_\_ The Specified Records are held by an authorized representative of the Illinois Department of Public Health and relate to known or suspected cases of sexually transmissible disease, or other information the disclosure of which is prohibited under the Illinois Sexually Transmissible Disease Control Act. § 7.5(d)
- \_\_\_ The Specified Records concern an enforcement proceeding under the Village's ethics regulations. § 7.5(h)

\_\_\_ The Specified Records are information contained in a local emergency energy plan submitted to the Village pursuant to an ordinance adopted under Section 11-21.5-5 of the Illinois Municipal Code. § 7.5(i)

\_\_\_ The Specified Records concern the distribution of surcharge moneys collected and remitted by wireless carriers under the Wireless Emergency Telephone Safety Act. § 7.5(j)

\_\_\_ The Specified Records are law enforcement identification information or driver identification information compiled pursuant to Section 11-212 of the Illinois Vehicle Code. § 7.5(k)

\_\_\_ The Specified Records are records or information provided to a residential health care facility resident sexual assault and death review team under the Abuse Prevention Review Act. § 7.5(l)

\_\_\_ The Specified Records constitute defense budget and petitions for certifications of compensation and expenses for court-appointed trial counsel under Sections 10 and 15 of the Capital Crimes Litigation Act. § 7.5(n)

\_\_\_ The Specified Records relate to security portions of system safety program plans, reports, and other information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act. § 7.5(p)

\_\_\_ Disclosure of the Specified Records is prohibited by the Personnel Records Review Act. § 7.5(q)

\_\_\_ Disclosure of the Specified Records is prohibited by the Illinois School Student Records Act. § 7.5(r)

\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_.

VILLAGE OF GRAYSLAKE

By: \_\_\_\_\_  
Freedom of Information Officer

STATE OF ILLINOIS        )  
  )  
COUNTY OF \_\_\_\_\_  )

SS.

PROOF OF SERVICE

I, \_\_\_\_\_, being duly sworn on oath, state that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on or about the hour of \_\_\_\_\_ .m., I personally delivered or mailed the foregoing document entitled “**DENIAL OF REQUEST FOR PUBLIC RECORDS**” by:

\_\_\_ Personally handing it to the person to whom it is addressed.

\_\_\_ Delivering it to the property located at:

\_\_\_\_\_  
\_\_\_\_\_

which property is believed by me to be the residence, office, or other location of the person to whom the document is addressed.

\_\_\_ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

VILLAGE OF GRAYSLAKE

NOTICE OF INTENT TO DENY  
REQUEST FOR PUBLIC RECORDS

To: Public Access Counselor  
Office of the Illinois Attorney General  
Public Access Bureau  
500 S. 2nd Street  
Springfield, Illinois 62706

To: \_\_\_\_\_ (“Requestor”)  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, 20\_\_, the Village of Grayslake received a written request from the Requestor for inspection, copying, or certification of certain Village public records (“Request”). The Village has determined that all or a portion of the records identified in the Request are exempt from disclosure under Sections 7(1)(c) and/or 7(1)(f) of the Freedom of Information Act, 5 ILCS 140/7(1)(c) and 5 ILCS 140/7(1)(f) (“Exempt Records”), for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to Section 9.5(b) of the Illinois Freedom of Information Act, the Village hereby notifies you of its intent to deny the Request with respect to the Exempt Records. Copies of the Request, and of the Village's proposed notice of denial to the Requestor, are enclosed.

Dated \_\_\_\_\_, 20\_\_

VILLAGE OF GRAYSLAKE

By: \_\_\_\_\_

Print: \_\_\_\_\_  
Freedom of Information Officer

STATE OF ILLINOIS        )  
  )  
COUNTY OF \_\_\_\_\_  )

SS.

PROOF OF SERVICE

I, \_\_\_\_\_, being duly sworn on oath, state that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on or about the hour of \_\_\_\_\_ .m., I personally delivered or mailed the foregoing document entitled “**NOTICE OF INTENT TO DENY REQUEST FOR PUBLIC RECORDS**” by:

\_\_\_ Personally handing it to the person or persons to whom it is addressed.

\_\_\_ Delivering it to the property located at:

\_\_\_\_\_  
\_\_\_\_\_

which property is believed by me to be the residence, office, or other location of the person or persons to whom the document is addressed.

\_\_\_ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

VILLAGE OF GRAYSLAKE

DENIAL OF REQUEST FOR PUBLIC RECORDS

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_, the Village of Grayslake received your written request for inspection, copying, or certification of certain Village public records (“Your Request”).

**1. Denial of Request**

\_\_\_ Your Request is hereby denied in its entirety. The reason(s) for denial are stated in Paragraph 5 below.

\_\_\_ Your Request has been denied in part. The records for which Your Request is denied are identified below. (The records for which Your Request is approved are identified in the enclosed Notice of Approval.)

Your Request is denied as to the following records (the “Specified Records”):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Responsible Official**

The Village’s Freedom of Information Officer is the official responsible for this denial.

**3. Notice of the Right to Review by Illinois Attorney General**

You have the right to file a request for review of Your Request and this Notice of Denial by the Public Access Counselor of the Office of the Illinois Attorney General. The Public Access Counselor may be contacted at 500 South 2nd Street, Springfield, Illinois 62706, or by telephone at (217) 558-0486.

**4. Notice of Right to Judicial Review**

Under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/11, you have the right to seek judicial review of this denial. The Village cannot advise or represent you in this matter. You should consult your own legal counsel.

**5. Justification for Denial**

Your Request is being denied with respect to the Specified Records because the Specified Records are exempt from disclosure pursuant to the Illinois Freedom of Information Act for the following reason or reasons (references are to sections of the Act):

- \_\_\_ Disclosure of the Specified Records would constitute a clearly unwarranted invasion of personal privacy. § 1, § 7(1)(c)
  
- \_\_\_ The Specified Records are preliminary drafts, notes, recommendations, memoranda, or other records in which opinions are expressed or policies or actions are formulated. § 7(1)(f)

Dated: \_\_\_\_\_.

VILLAGE OF GRAYSLAKE

By: \_\_\_\_\_  
Freedom of Information Officer

STATE OF ILLINOIS            )  
  )  
COUNTY OF \_\_\_\_\_        )        SS.

PROOF OF SERVICE

I, \_\_\_\_\_, being duly sworn on oath, state that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on or about the hour of \_\_\_\_\_ .m., I personally delivered or mailed the foregoing document entitled “**DENIAL OF REQUEST FOR PUBLIC RECORDS**” by:

\_\_\_ Personally handing it to the person to whom it is addressed.

\_\_\_ Delivering it to the property located at:

\_\_\_\_\_  
\_\_\_\_\_

which property is believed by me to be the residence, office, or other location of the person to whom the document is addressed.

\_\_\_ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

# 9076626\_v1