

Dr. Sandra Bury, Village President
Jane M. Quinlan, CMC Village Clerk

2014 - _____

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FREEDOM OF INFORMATION ACT (FOIA) REQUEST

TO: Village of Oak Lawn FOIA Officers
Village Clerk Jane M. Quinlan, CMC
Deputy Village Clerk Christine M. O'Grady
Administrative Assistant Carmie A. O'Leary
9446 South Raymond Avenue
Oak Lawn, IL 60453

DATE: _____
Administrative Assistant, Pam Devereux
Purchasing Clerk, Judy Phelan
Accounts Payable Supervisor, Janet Konopko
Building Department Clerk, Michelle Niemeyer
Police Records Clerk, Nancy Born
Administrative Assistant, Beth Lurquin

Please fax your FOIA Request to (708) 636-8606.

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.* I request that a copy of the following documents [or documents containing the following information] be provided me:

Choose one:

- I would like to inspect these records in person.
- I would like copies of these records. There is no cost for the first 50 pages, but there is a fee of \$0.15 per page thereafter. 5 ILCS 140/6.
- [YES/NO]** I am willing to pay fees for this request up to a maximum of \$_____. If the fees will exceed this limit, please inform me first.
- This request is being submitted for commercial purpose. I understand that the Village must produce this request within a reasonable period considering the size and complexity of the request up to 21 business days.

Any attempt to procure a public record for a commercial purpose without disclosing that the use is for a commercial purpose constitutes a violation of the Act warranting a fine.

Name: _____ Company: _____
Address: _____
Telephone: _____ Fax: _____
Email: _____

Received by: _____ FOIA #2014- _____
Date Received: _____
Forward to [Department]: _____ Completion Date: _____

FOIA COMPLETION:

Requestor Contacted: _____	Copy Fees: _____
Date & Time	# of copies over 50 X \$0.15 = Total Due
Sent by US Mail: _____	Email: _____
Date & Time	Date & Time
Faxed: _____	Received in person: _____
Date & Time	Date & Time

COMPLETED BY: _____
Name, Department and Date

NOTE: All copy fees must be paid in full before the requested information is released.

FOR VILLAGE USE ONLY – FOIA REQUEST RESPONSE

NOTE: Must be responded to within 5 working days of received date.

Processed by: _____ Department: _____

Title: _____ Date of Completion: _____

The request is:

Approved

Approved in Part

Denied

Denied in Part

Reason for denial:

Records are exempt under Section 7 _____ of the Act.

Denial or Denial in Part Letter:

Private information was properly redacted: YES NO Department: _____

Reviewed denial or denial in part with Village Attorneys and/or the PAC: YES NO Date & Time: _____

Sent denial or denial in part letter: YES NO Date & Time: How was the letter sent? _____

Sent extension letter: YES NO Date & Time: How was the letter sent? _____

Sent unduly burdensome with request to narrow search letter:
YES NO Date & Time: How was letter sent? _____

Received agreement to extension in writing: YES NO New Completion Date: _____

Received agreement to narrowed search in writing: YES NO New Completion Date: _____

Other: _____ [Specify]

No such records exist.

Response to request is extended/narrowed because: [check all applicable]:

The requested records are stored in whole or in part at other locations than the office having charge the requested records.

The request requires the collection of a substantial number of specified records.

The request is couched in categorical terms and requires an extensive search for the records.

The requested records have not been located in the course of routine search and additional efforts are being made to locate them.

The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of the Act or should be revealed only with appropriate deletions.

The request for records cannot be complied with by the Village within the time limits prescribed without unduly burdening or interfering with the operations of the Village.

There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of the Village having a substantial interest in the determination or in the subject matter of the request.