



Village of Algonquin
PROCEDURE FOR REQUESTING RECORDS UNDER THE
FREEDOM OF INFORMATION ACT (FOIA)

It is the policy of the Village of Algonquin to provide an efficient procedure, in accordance with State Statute, for the public to procure government records maintained by the Village of Algonquin. The Village aims to operate in an accountable, transparent and open fashion. The public has the right to information produced by their government, with certain privacy limitations. It is the policy of the Village Clerk's office to provide assistance in obtaining that information. The Freedom of Information Act can be found on-line at <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=85&ChapterID=2>.

- FOIA requests can be submitted via the Village's official Records Request form, available at the Ganek Municipal Center or on-line at www.algonquin.org. The Village asks that all requestors complete the on-line form when feasible to ensure that we have all necessary information to process your request in the most efficient fashion. Written FOIA requests can be submitted via e-mail to foia@algonquin.org, fax, mail, or in person at the Ganek Municipal Center at 2200 Harnish Drive, Algonquin, IL 60102. All FOIA requests should be sent to the attention of the Village FOIA Officer in order to ensure prompt processing.

- The Village's policy is to process requests for all public information filed at Ganek Municipal Center promptly. Note that the FOIA provides for five (5) business days to process a request; commercial-related requests can take up to 21 days to process.

- The General Services Administration front desk at the Ganek Municipal Center has available a List of Documents Available for Immediate Disclosure as well as a Summary of Basic Information which includes details about the Village, its Boards, commissions, and committees, and other general information.

- Documents may be viewed, copied, and/or certified. Copies are available pursuant to the fees set forth in the FOIA and the Village's local FOIA policy. If records are available in electronic format, they can be provided electronically either via e-mail or CD-ROM. There are separate charges for plats larger than 11 "x 17", as well as certifications. See the FOIA form for these fees. Waiver of reduction of fees is available if you qualify. Pursuant to the FOIA, waivers are granted only for those requests that are made in the interest of the public. If you wish to request a waiver of the fees, please do so in writing and submit with your FOIA request.

- Information that is available from other offices will be obtained upon request. Occasionally, an extension of time is required. You will be notified in writing if an extension is required.

- Occasionally, some information may be denied pursuant to the Act. You will be notified in writing if material is denied. The letter will describe an appeal process to follow if you disagree with the denial.

Please contact the FOIA Officer or Deputy Village Clerk at 847-658-2700 if you have any questions regarding your rights under the Freedom of Information Act.

Appendix A: List of FOIA OFFICERS (last revised 5/07/2018)

LEAD FOIA OFFICER – Michelle Weber, General Services Administration, Executive Assistant
Alternate-Michael Kumbera, General Services Administration, Assistant Village Manager

DEPUTY FOIA OFFICER – Michele Zimmerman, Public Works, Assistant Public Works Director
Alternate-Patricia Aagaard, Public Works, Principal Secretary

DEPUTY FOIA OFFICER – Scharlet Belokon, Community Development, Office Assistant
Alternate-Maureen Carpenter, Community Development, Office Assistant
Alternate-Craig Arps, Community Development, Building Commissioner
Alternate-Russell Farnum, Community Development, Director

DEPUTY FOIA OFFICER – Art Weber, Police, Technical Services Manager
Alternate-Jeff Sutrick, Police, Deputy Chief Administration

Appendix B: Fees

8 ½ x 11" black and white	ten cents (10¢) per page double sided
8 ½ x 11" color	eighteen cents (18¢) per page single sided
Certifications	\$1.00 per record
Large format copies	\$3.00 per page (anything larger than 11x17)
CD Roms	\$2.00 per CD
DVD-R	\$3.00 per DVD-R
e-mail copies	no charge unless required to make copies to scan