

VILLAGE OF WADSWORTH FREEDOM OF INFORMATION FORM

To: FOIA Officer
Village of Wadsworth
14155 Wadsworth Road
Wadsworth, Illinois 60083

Date: _____

I. Request for Records Describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Indicate whether you wish only to inspect the public records at the Village Hall or to have the public records copied or certified by checking the appropriate box to the right of each record described.

I hereby request the right to inspect, or to obtain copies or certified copies of, the following public records of the Village:

Records Requested	inspect	copied	certified
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. Agreement to Pay Fees 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 II below. The fees set forth in Section II may be waived or reduced by the FOIA Officer only upon 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 waiver or reduction, you must complete and separately sign the statement set forth in Section B of Section II.

A. Unless a waiver is requested and approved pursuant to Section B of this Section, I agree to pay the following fees for all public records copied or certified at my request:

- | | | | |
|----|----------------------------|----|-------------------------------------|
| 1. | Copies — letter or legal | -- | \$.15 per side. |
| 2. | Copies — color or oversize | -- | Actual cost of reproduction. |
| 3. | Certification | -- | \$1.00 per document plus copy cost. |
| 4. | Mailing | -- | Actual cost of postage. |

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor, except for Requests for commercial purposes. I further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, I will pay the actual charges that the Village incurs in connection with such copying services.

B. I request a waiver of the fees set forth in Section A of this Section, and, in support of such request, I certify and represent that I will gain no significant personal or commercial benefit from the records 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:

Signature of Requestor

III. Purpose of Request Indicate the purposes for which you are requesting the public records identified in Section I.

I am requesting access to the public records identified in Section I for the following purpose:

- Noncommercial Purpose
- Commercial Purpose

A "commercial purpose" is defined under the Act as the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. Please be advised that misrepresentation of the purpose of a Request is a violation of the Act.

IV. Request for Mail Delivery If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section IV.

I request that the Village mail to me at the address set forth in Section V below copies of all public records responsive to this request. I understand that I will be required to, and do hereby agree to, pay the actual postage for such mailing before the records will be mailed.

Signature of Requestor

V. Identification of Requestor You must provide the information requested in Section V.

- 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: _____

VI. Signature of Requestor You must sign the statement set forth in Section VI.

By signing this Request, I acknowledge and represent that I have reviewed and understood the Village's FOIA Policy and that all of the information provided in support of this request is true and accurate.

Signature of Requestor

Date

The Village will disclose the public records requested on this Request Form within five working days after the receipt of this Request Form (or 21 days for a Commercial Purpose Request), unless the time 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. A denial may be appealed to the Public Access Counselor within 60 working days after the date of the Notice of Denial. 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 FOIA Policy, which is available from the FOIA Officer.

FOR VILLAGE USE ONLY

Received by the Village: Date: _____ Time: _____

Response Due: _____ (Five working days after day of receipt or 21 working days for commercial purpose)

Method of Delivery:

- Personal Delivery Email
 Mail/Courier/Fax Delivery Other _____

Village employee receiving request:

Name: _____ Title: _____

Signature: _____

Be advised that citations to the specific section or sections of the Act containing the applicable exemption or exemptions are identified below:

- The Specified Records you have requested are not “public records” under the definition provided in Section 2(c) of the Act.
- The Specified Records are not maintained by the Village, would require the Village to create a responsive document, or are not within the Village’s possession or control. § 1
- Contractors’ employees’ addresses, telephone numbers, and social security numbers have been redacted from certified payroll records. § 2.10
- The Specified Records constitute arrest report or history record information not required to be disclosed. § 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. § 3(g)
- Your Request is unduly burdensome because you have repeatedly requested the same Specified Records that are unchanged or identical to previous requests provided or properly denied. § 3(g)
- Disclosure of the Specified Records is prohibited by Federal or State law, rule, or regulation. § 7(1)(a)
- The Specified Records constitute “private information.” § 7(1)(b)
- The Specified Records constitute “personal information,” the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. A notice of intent to deny based on this exemption has been filed with the Public Access Counselor. § 7(1)(c)
- The Specified Records were created in the course of administrative enforcement proceedings, or any law enforcement or correctional agency for law enforcement purposes and disclosure would (i) interfere with a pending or actually and reasonably contemplated law enforcement proceedings; or (ii) interfere with active administrative enforcement proceedings; or (iii) create a substantial likelihood that a person would be deprived of a fair trial or impartial hearing; or (iv) unavoidably disclose the identity of a confidential source, confidential information furnished only by a confidential source, or persons who file complaints with or provide information to administrative, investigative, law enforcement, or penal agencies, except for traffic accident and rescue reports, or (v) disclose unique or specialized investigative techniques and disclosure would result in demonstrable harm to the Village; or (vi) would endanger the life or safety of law enforcement personnel or other person; or (vii) obstruct an ongoing criminal investigation. § 7(1)(d)
- The Specified Records relate to the security of detention facilities. § 7(1)(e)
- The Specified Records are preliminary drafts, notes, recommendations, memoranda, or other records in which opinions are expressed or policies or actions are formulated. A notice of intent to deny based on this exemption has been filed with the Public Access Counselor. § 7(1)(f)
- The Specified Records contain trade secrets or commercial or financial information that is furnished under a claim that they are proprietary or confidential and disclosure would cause competitive harm. § 7(1)(g)

- The Specified Records constitute proposals or bids for a contract, grant, or agreement that has not been finally awarded and executed or would, if disclosed, frustrate or compromise the Village's procurement procedures. § 7(1)(h)
- The Specified Records are valuable formulae, computer geographic systems, designs, drawings, or research data if disclosure could reasonably be expected to produce private gain or public loss. § 7(1)(i)
- The Specified Records are educational data not required to be disclosed, including test data, evaluation information, student disciplinary information, and faculty course or research materials. § 7(1)(j)
- The Specified Records are architects' plans, engineers' technical submissions, or other construction related technical documents not constructed in whole or in part with public funds, or where disclosure would or could compromise the security of a public building. § 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 or were prepared or compiled at the request of an attorney advising the Village in anticipation of criminal, civil, or administrative proceedings or an internal audit of the Village. § 7(1)(m)
- The Specified Records relate to a Village's adjudication of employee grievances or disciplinary cases. § 7(1)(n)
- Disclosure of the Specified Records would jeopardize the security of a data processing system or the data contained therein. § 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 examination data used to determine the qualifications of a applicant for a license or employment. § 7(1)(q)
- The Specified Records relate to pending negotiations for the purchase or sale of real estate or pending or 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, or are insurance or self insurance claims, loss, or risk management information, records, data, or communications. § 7(1)(s)
- The Specified Records relate to the supervision of financial institutions or insurance companies. § 7(1)(t)
- 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. § 7(1)(v)

- The Specified Records are maps or other records regarding the location or security of utility facilities. § 7(1)(x)
- The Specified Records relate to proposals, bids, or negotiations for electric power procurement. § 7(1)(y)
- The Specified Records are confidential under Section 4002 of the Technology Advancement and Development Act. § 7.5(a)
- The Specified Records identify library users with specified materials. § 7.5(b)
- The Specified Records are received by or prepared by the Experimental Organ Transplantation Procedures Board. § 7.5(c)
- The Specified Records relate to known or suspected cases of sexually transmissible disease. § 7.5(d)
- The Specified Records are exempt under Section 30 of the Radon Industry Licensing Act. § 7.5(e)
- The Specified Records are evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act. § 7.5(f)
- The Specified Records are exempt under Section 50 of the Illinois Prepaid Tuition Act. § 7.5(g)
- The Specified Records are exempt under the State Officials and Employees Ethics Act. § 7.5(h)
- The Specified Records relate to the Village's local emergency energy plan. § 7.5(i)
- The Specified Records relate to data concerning the distribution of surcharge moneys collected and remitted by wireless carriers. § 7.5(j)
- The Specified Records relate to law enforcement officer identification information or driver identification information compiled by a law enforcement agency t. § 7.5(k)
- The Specified Records are exempt under the Abuse Prevention Review Team Act. § 7.5(l)
- The Specified Records relate to the predatory lending database created by Article 3 of the Residential Real Property Disclosure Act. § 7.5(m)
- The Specified Records are exempt under the Capital Crimes Litigation Act. § 7.5(n)
- The Specified Records are exempt under Section 4 of the Illinois Health and Hazardous Substances Registry Act. § 7.5(o)
- The Specified Records relate to security records compiled, collected, or prepared by or for the RTA. § 7.5(p)
- The Specified Records are exempt under the Personnel Records Review Act. § 7.5(q)
- The Specified Records are exempt under the Illinois School Student Records Act. § 7.5(r)
- The Specified Records are exempt under Section 5-108 of the Public Utilities Act. § 7.5(s)