



FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR PUBLIC RECORDS

(Suggested form; other written requests are acceptable)

Forms may be faxed, mailed, hand-delivered or emailed to the City of Wheaton.

Select Applicable Dept. & Fax to: or Email to:

- City Clerk, 630-260-2017- sbarrett-hagen@wheaton.il.us or lqualkenbush@wheaton.il.us
Chief of Police, 630-260-2154 - jbarbeau@wheaton.il.us; wmurphy@wheaton.il.us or jvolpe@wheaton.il.us
Bldg/Eng/Plng, 630-260-2195 - mhecklinger@wheaton.il.us or rnorkus@wheaton.il.us
Library, 630-868-7590 - betsy@wheatonlibrary.org; lisa@wheatonlibrary.org; joyce@wheatonlibrary.org; or dawn@wheatonlibrary.org

Requestor: (please include all information) - Please print

Name: Email:

Company Name:

Address:

City: State: Zip:

Phone (Day time): Fax:

List specific documents being requested (be as detailed as possible):

For Building Dept. records specify: Address: ; Remodel or Addition/Date:

Date Range for Permits/Inspections: Are you the property owner: Yes No

Is this request for a commercial purpose? Yes No

Commercial purpose means 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. It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.

Please indicate the following:

- Inspection Copy Both Check here only if you need copy/copies certified

Office Use Only:

Table with fields: Date Received, Date Response Due, Date Response Provided, Name of FOIA Officer

Your request for the above identified records has been:

- Approved. Number of pages Copying Cost \$ (first 50 pages at no charge)
The requested documents are enclosed. You may inspect the records at (specify location where inspection can take place)
Records not maintained.

Records requested are not clearly identified. Please provide additional information to identify the desired records.

Denied per the following exemptions(s):

- (5 ILCS 140/7) (1)(d)(ii): interfere with active administrative enforcement proceedings conducted by the public body.
- (5 ILCS 140/7) (1)(f): preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body.
- (5 ILCS 140/7) (1)(h): proposals and bids for any contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contractor agreement with the body, until an award or final selection is made. Information prepared by or for the body in preparation of a bid solicitation shall be exempt until an award or final selection is made.
- (5 ILCS 140/7) (1)(k): architects' plans, engineers' technical submissions, and other construction related technical documents for projects not constructed or developed in whole or in part with public funds and the same for projects constructed or developed with public funds, including but not limited to power generating and distribution stations and other transmission and distribution facilities, water treatment facilities, airport facilities, sport stadiums, convention centers, and all government owned, operated, or occupied buildings, but only to the extent that disclosure would compromise security.
- (5 ILCS 140/7.5) (b): library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act.
- (5 ILCS 140/7.5)(q): information prohibited from being disclosed by the Personnel Records Review Act.

When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under Section 7, but also contains information that is not exempt from disclosure, the public body may elect to redact the information that is exempt. The public body shall make the remaining information available for inspection and copying. Information which shall be redacted from documents may include private information – identified as unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person.

You have the right to appeal this decision pursuant to 5 ILCS 140 by contacting the Public Access Counselor at the Illinois Attorney General's Office at 500 South Second Street, Springfield, IL 62706 – 217-558-0486 – Fax 217-785-2551 or [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us). You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5ILCS 140/11.

### **EXTENSION OF INITIAL RESPONSE TIME**

The time for response under Section 3 may be extended by the public body for not more than five (5) business days from the original due date for any of the following reasons:

- (5 ILCS 140/3) (e) (i): the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- (5 ILCS 140/3) (e) (ii): the request requires the collection of a substantial number of specified records;
- (5 ILCS 140/3) (e) (iii): the request is couched in categorical terms and requires an extensive search for the records responsive to it;
- (5 ILCS 140/3) (e) (iv): the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
- (5 ILCS 140/3) (e) (v): 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 this Act or should be revealed only with appropriate deletions;
- (5 ILCS 140/3) (e) (vi): the request for records cannot be complied with by the public body within the time limits prescribed by paragraph (c) of this Section without unduly burdening or interfering with the operations of the public body;
- (5 ILCS 140/3) (e) (vii): 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 a public body having a substantial interest in the determination or in the subject matter of the request.