



Freedom of Information Directory

Statement of Purpose

The Village of Antioch was incorporated February 29, 1892. This non-profit, municipal corporation was formed to provide for the health and well being of all persons requesting the incorporation of a municipal entity.

Today, the Village of Antioch provides the full time services of the following departments:

Administrative Services

Clerks Office, Human Resources, Management Analyst, and
Emergency Management

Community Services

Economic Development, Engineering, and Planning, Zoning & Building

Finance

Fire

(Paid-on-call emergency responders – full time administration staff)

Parks and Recreation

Special Events and Senior Services

Police

Public Works

Street, Water and Wastewater Treatment Plant

FREEDOM OF INFORMATION ACT

The Freedom of Information Act is known as
**AN ACT IN RELATION TO ACCESS TO PUBLIC
RECORDS AND DOCUMENTS**

The Act provides for certain specific exemptions and permits the establishment of policies for providing access to review, study and copying of these records and documents

Certain materials may be purged from files from time to time within the regulations established by the Local Records Act and the Local Records Commission Regulations

Please send your requests in writing to:
Freedom of Information Officer, Candi L. Rowe, Village Clerk
Antioch Village Hall, 874 Main Street, Antioch, IL 60002

By email:
crowe@antioch.il.gov

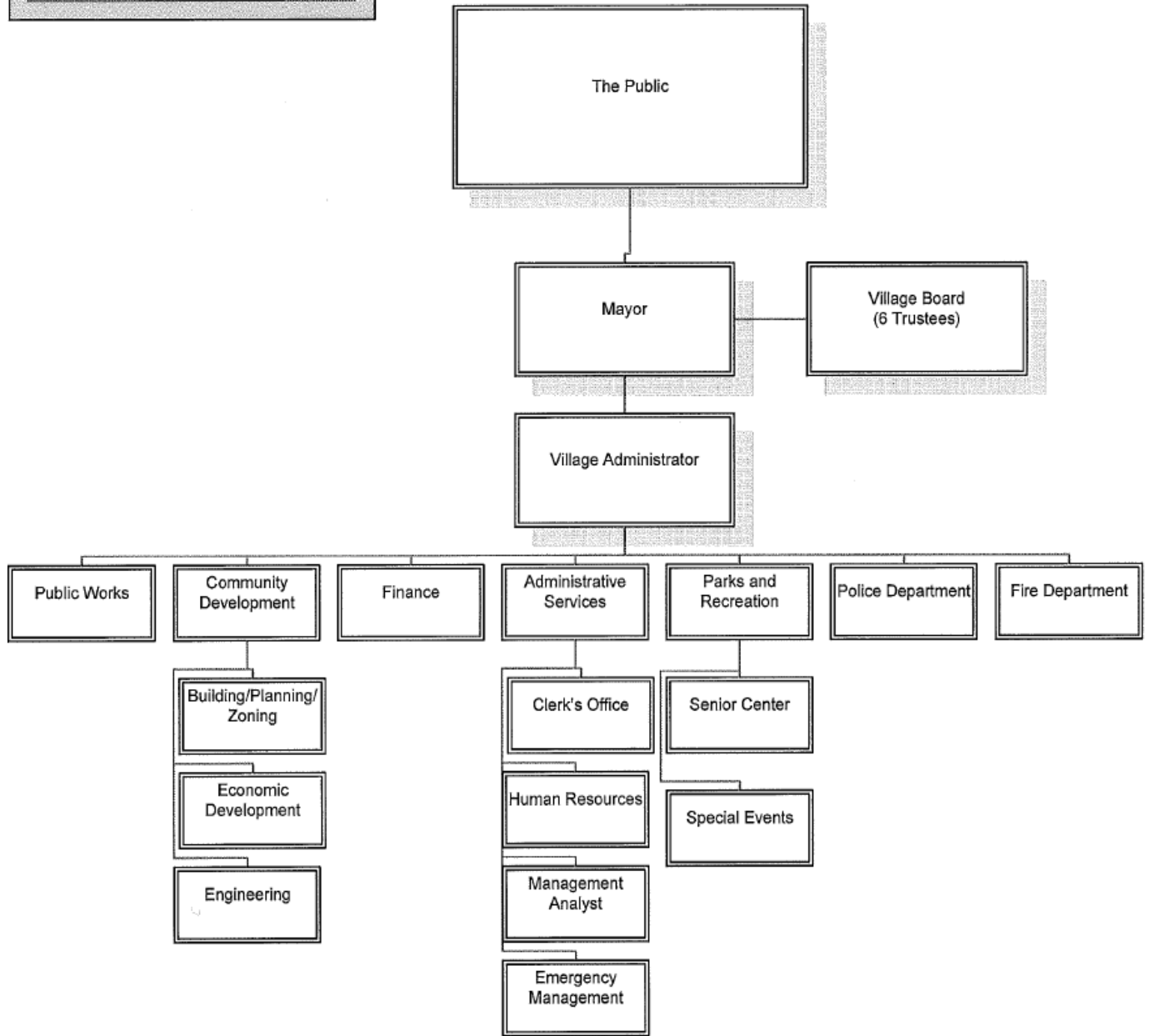
By telephone:
T: 847-395-1000 x12 F: 847-395-1920

Police Department related requests should be sent in writing to:
Freedom of Information Employee, Commander Dave Jensen
Antioch Police Department, 433 Orchard Street, Antioch, IL 60002

By email:
djensen@antiochpd.com

By telephone:
T: 847-395-8585 F: 847-395-8588

Village Overview (Functional)



POLICY REGULATIONS

1. Documents requested for study, review and duplication must be of an informative nature and of interest to the general public. The Village of Antioch will process your request within the appropriate time frame of 5 business days. Document requests which are clearly for private gain with no relation to the general public will be processed within the appropriate time frame of 21 business days.
2. Requests for material may be in writing, by email or by the use of the attached application form. (See Exhibit "A")
3. Application forms are available from the Village Clerk's office and on the Village of Antioch's website at www.antioch.il.gov under the Clerk's Office department and forms pages.
4. Research and duplication of materials will be permitted during regular office hours after application approval.
5. All applications will be retained and filed.
6. Duplication fees are established at \$0.15 per page on 51 pages and above.
7. All requests of the Antioch Police Department are handled by that Department. See proper Form and guidelines under "Departments" in this Directory.

EXEMPTIONS

Exemptions noted are found in the Freedom of Information Act, under Section 7. Only those exemptions that appear to pertain to local, municipal government have been included in this booklet.

The following shall be **EXEMPT** from inspection and copying:

- (a) Information specifically prohibited from disclosure by Federal or State Law or rules and regulations adopted pursuant thereto.
- (b) Information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless such disclosure is consented to in writing by the individual subject of such information. The disclosure of information that bears on the public duties or public employees and officials shall not be considered an invasion of privacy. Information **EXEMPTED** under this subsection (b) shall include but not be limited to:
 1. Files and personal information maintained with respect to residents, or other individual receiving social, medical, educational, vocational, financial supervisory or custodial care of service directly or indirectly from Federal Agencies or Public Bodies;
 2. Personal files and personal information maintained with respect to employees, appointees or elected officials of any public body or applicants for such positions;

3. Files and personal information maintained with respect to any applicant, registrant or licensee by any public body engaged in professional or occupational registration or licensure;
4. Information required of any taxpayer in connection with the areas assessment or collection of any tax unless disclosure is otherwise required by State Statute; and
5. Information revealing the identity of persons who file complaints with, or provide information to administrative, investigative, law enforcement or penal agencies.

(c) Investigatory records compiled for State and Local Administrative Law Enforcement purposes or for internal matters of a public body or for the Illinois legislative investigative commission, but only to the extent that disclosure would:

1. Interfere with pending or actually and reasonably contemplated enforcement proceedings;
2. Deprive a person of a fair trial or an impartial hearing;
3. Unavoidably disclose the identity of a confidential source or confidential information furnished only by the confidential source;
4. Disclose unique or specialized investigative techniques other than those generally used and known;
5. Constitute an invasion of personal privacy under subsection (b) of this section; or
6. Endanger the life or physical safety of Law Enforcement Personnel or any other person.

(d) Criminal history record information maintained by State or Local Criminal Justice Agencies, except the following:

1. Chronologically maintained arrest information, such a traditional arrest logs or blotters;
2. The name of a person in custody of a Law Enforcement Agency and the charges for which that person is being held;
3. Court record which are public;
4. Records which are otherwise available under State or Local Law; or
5. Records in which the requesting party is the individual identified, except as provided under Section 7 (c) (6) of the Act, "Criminal History Record Information" means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, indictments, information, or other criminal charges, any disposition arising there from, sentencing, correctional supervision and release. The term does

not apply to statistical records and reports in which individuals are not ascertainable.

- (e) Records of State and Local Law Enforcement Agencies and Correctional Agencies that are related to the detection and investigation of crime or the security and operation of correctional institutions.
- (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 thereof shall not be exempt when the record is publicly cited and identified by the head of the public body.
- (g) Trade secrets and commercial or financial information obtained from a person or business where such trade secrets or information are proprietary, privileged, or confidential, or where disclosure of such trade secrets or information may cause competitive harm. Nothing contained in this subsection shall be construed to prevent a person or business from consenting to disclosure.
- (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 after an award or final selection is made.
- (i) Test questions, scoring keys and other examination data used to administer an academic examination or determine the qualifications of an applicant for a license or employment.
- (j) Valuable formulas, designs, drawings and research data obtained or produced by any public body when disclosure would reasonably be expected to produce private gain or public loss.
- (k) Architects' and engineers' plans for buildings
- (l) Minutes of meetings of public bodies which meetings are closed to the public as provided in the Open Meetings Act, approved July 11, 1957, as amended, until such time as the public body makes such Minutes available to the public pursuant to Section 2.06 of the Open Meetings Act.
- (m) Communications between a public body and an Attorney or Auditor representing such public body that would not be subject to discovery in litigation; materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an Attorney advising the public body; and materials prepared or compiled with respect to internal audits of public bodies.
- (n) Administrative or technical information associated with automated data processing operations, including but not limited to software, operating protocols, computer program abstracts, file layouts, source listings, object modules, load modules, user guides, documentation to all logical and physical design of computerized systems, employee manuals and any other information that, if disclosed would jeopardize the security of the system or data contained therein or the security of materials exempt under this section.

- (o) Documents or material relating to collective negotiating matters between public bodies and their employees or representatives, except that any final contract or agreement shall be subject to inspection and copying.
- (p) Drafts, notes, recommendations and memoranda pertaining to the financing and marketing transactions of the public body. The records of ownership, registration, transfer and exchange of municipal debt obligations, and of persons to who payment with respect to such obligations is made.
- (q) The records, documents and information relating to real estate purchase negotiations until those negotiations have been completed or otherwise terminated. With regard to a parcel involved in a pending or actually and reasonably contemplated eminent domain proceeding under Article VII of the Code of Civil Procedures, records, documents and information relating to the parcel shall be exempt except as may be allowed under discovery rules adopted by the Illinois Supreme Court. The records, documents and information relating to Real Estate Sale shall be exempt until a sale is consummated.
- (r) Any and all proprietary information and records related to the operation of an intergovernmental risk management association or self-insurance pool or jointly self-administered health and accident cooperative or pool.
- (s) Information concerning an adjudication of an employee grievance or disciplinary case, to the extent that such disclosure would reveal the identity of the employee and information concerning any public body's adjudication of employee grievance of disciplinary cases, except for final outcome of such cases.
- (t) Information related solely to the internal rules and practices of a public body.
- (u) Manual of instruction to staff that relate to investigations by a public body to determine violation of any criminal law.

CATALOGUE OF MATERIALS

AGREEMENTS	Executed Agreements between the Village of Antioch and various governmental agencies, corporations, companies, and private individuals for goods, services or undertakings tendered.
ANNEXATIONS	Records compiled for newly acquired property
APPLICATIONS	Annexation Petitions – Required by Ordinance Bicycle Registration - Courtesy Block Parties – Village Policy Business Licenses – Required by Ordinance Business Registrations – Village Policy Freedom of Information – Statute/Policy Handicapped Parking Permits – Courtesy Liquor Licenses - Required by Ordinance Metra Lot Parking Permit – Village Policy Park Permits – Required by Ordinance Parades – Village Policy

RTA/PACE Passes – Courtesy
Raffle Licenses - Required by Ordinance
Special Event Licenses – Required by Ordinance
Solicitor Permit – Required by Ordinance
Variance Petitions – Required by Ordinance
Zoning petitions – Required by Ordinance

BIDS	Bid documents for various projects or equipment to be or leased or purchased by the Village.
BONDS	Downtown Improvement Bonds issued for Orchard Street Extension improvement. Miscellaneous performance bonds Officials' Bonds related to performance of duties of office or appointment, and for person having access to Village funds.
COMPRHENSIVE PLAN	Adopted by Ordinance
CONTRACTS	Executed contracts between the Village of Antioch and various governmental agencies, corporations, companies and private individuals for goods or services to be rendered.
DEEDS	For property that has been deeded to the Village
EASEMENTS	Rights of Easement granted by private individuals or corporations to the Village for various municipal improvements.
INVOICES	Bills sent by the Village for services rendered; equipment used or purchased.
LICENSES	All approved applications for Business, Liquor and Raffle Licenses
LIENS	Recorded Liens that have been placed against parties or firms owing the Village funds for outstanding bills.
MAPS	Street maps, Village Maps and Zoning Maps
MOTOR FUEL TAX	Documentation relating to MFT projects
MINUTES	Journals for all proceedings as required by law: Village Board of Trustees Hearings and Meetings Park Board Police and Fire Commission Police Pension Board Planning and Zoning Board Village/Township Co-Op Park Committee
OATHS	As taken by Police Officers and Public Officials

ORDINANCES	Rules and regulations passed by the Village Board. Village Ordinances have also been codified into a Village Code Book.
PERMITS	Block Parties, Park Permits, Parade, Solicitors – profit and non-profit, Special Events.
PETITIONS	As received for consideration by various departments, committees, commissions, or Village Board. Candidate petitions for local elections (kept for 60 days only) Annexation, zoning, variance and special use
PLANNING & ZONING	Petitions received, Minutes of hearing, Findings-of-fact and recommendations related to annexation, zoning, variances and special uses
PLATS	Limited number filed in the Building Department office
PROCLAMATIONS	As issued by the Mayor for various occasions
RESOLUTONS	Statement of policy of the Village Board
REPORTS	Limited reports are located in the Village Clerk's office
TITLES	For all Village vehicles
VACATIONS	Ordinances passed eliminating streets and/or alleys

Municipal Code Book is available for public review. This Code Book contains a compilation of all Ordinances currently in effect within the Village. An on-line version of the Village Code is also available on the Village's website at www.antioch.il.gov.

Items or records may be purged from the files from time to time per approval by the State Department of Archives.

DEPARTMENT INFORMATION

BUILDING DEPARTMENT

- Provides all applications for required building permits
- Maintains files of all building, electrical, plumbing permits
- Maintains all files pertaining to required inspections
- Maintains all files pertaining to ordinance violations, inspections made per complaint(s), citations issued and court action taken on violations
- Review of all proposed building plans

Please note: Some information retained by the department may be **exempt** under the Freedom of Information Act due to its personal nature.

Contact: Dustin Nilsen, Community Development Director
882 Main Street
Antioch, IL 60002
847-395-9462

COMMUNITY SERVICES

Maintains files concerning special events such as “It’s Thursday” concert series, Fall Fest, Parades, façade improvement program and other events organized through this Department

Contact: Dustin Nilsen, Community Development Director
882 Main Street
Antioch, IL 60002
847-395-6342

ENGINEERING DEPARTMENT

- Maintains files, maps, plats and information regarding various on-going projects
- Aerial photos of the village are available for viewing
- Flood plain information
- Motor Fuel tax project(s) information is available in this office

Contact: Dennis Heimbrodt, Engineering Services
884 Toft Street
Antioch, IL 60002
847-395-0142

FIRE DEPARTMENT

Maintains all information pertaining to this Department; work schedules, Fire/Rescue calls, call responses, inspections, etc.

Please note: Some information retained by the department may be **exempt** under the Freedom of Information Act due to its personal nature.

Contact: Chief Dennis Volling
817 Holbek Drive
Antioch, IL 60002
847-395-5511

PARKS DEPARTMENT

Maintains all information pertaining to Parks Department, Programs, Parades and Events.

Contact: Shawn Roby, Special Events Supervisor
806 Holbek Drive
Antioch, IL 60002
847-395-2160

POLICE DEPARTMENT

Maintains all information pertaining to this Department

Please note: Some information retained by the department may be **exempt** under the Freedom of Information Act due to its personal nature.

**All information must be in writing by person requesting information.
The Department has five (5) days to respond to request.**

Contact: Commander David Jensen
433 Orchard Street
Antioch, IL 60002
847-395-8585

PUBLIC WORKS DEPARTMENT

Maintains files for the Public Works, Streets, Water and Sewer and Treatment Plant Departments

Contact: Chris Liveris, Public Works Director
796 Holbek
Antioch, IL 60002
847-395-1881

MAYOR, BOARD OF TRUSTEES AND DEPARTMENT DIRECTORS

<u>NAME</u>	<u>TERM</u>	<u>SALARY</u>
Lawrence M. Hanson, Mayor	2009-2013	\$12,000.00
Scott A. Pierce, Trustee	2009-2013	\$ 6000.00
Ted P. Poulos, Trustee	2009-2013	\$ 6000.00
Jay Jozwiak, Trustee	2009-2013	\$ 6000.00
George C. Sakas, Trustee	2009-2011	\$ 6000.00
Dennis B. Crosby, Trustee	2007-2011	\$ 6000.00
Michael Wolczyk, Trustee	2007-2011	\$ 6000.00
James Keim, Village Administrator		Appointed
James Foerster, Police Chief		Appointed
Dennis Volling, Fire Chief		Appointed
Candi L. Rowe, Village Clerk		Appointed
Joy McCarthy, Finance Director/Treasurer		Appointed
Robert J. Long, Village Attorney		Appointed
Dustin Nilsen, Director of Planning and Zoning		
Chris Liveris, Public Works Superintendent		
Lee Shannon, Emergency Management		
Jennifer Winegarner, Human Resources		
Paul Howard, Senior Services		

COMMISSIONS/COMMITTEES

PLANNING & ZONING BOARD

**CHAIRMAN
2009**

Vernon Burdick

SECRETARY

Lori Folbrick

MEMBERS

2009

Betty Ann Ralston

2010

Margaret Cole

2011

Ken Karasek

2009

Kent Ipsen

2011

Becky Weber

2010

Robert Kaiser

PARK COMMISSION

**CHAIRMAN
2012**

Jim Weber

SECRETARY

Laura Roby

MEMBERS

2012

Wanda Utter

2012

Tom Kessell

2013

Open

2012

Gina Wolf

2009

Wayne Foresta

2010

Cedric Johnson

POLICE PENSION

MEMBERS

2010

Roger Manderscheid

2009

Roger Sorensen

POLICE & FIRE COMMISSION

MEMBERS

2010

Angela Brooks

2009

James Kinney

2009

Gerald Kozenski

SECRETARY

Jane Pensala

STAFF DIRECTORY

ADMINISTRATION	874 MAIN STREET	847-395-1000
James Keim	Village Administrator	x 31
James Parks	Management Analyst	x 11
VILLAGE CLERKS OFFICE	874 MAIN STREET	847-395-1000
Candi L. Rowe	Village Clerk	x 12
Lori K. Folbrick	Deputy Clerk	x 17
Kathy Scroggin	Utility Clerk	x 20
Rachel Birmingham	Cashier	x 10
ECONOMIC DEVELOPMENT	874 MAIN STREET	
Dustin Nilsen	Director of Community Development	847-395-9462
EMERGENCY MANAGEMENT	874 MAIN STREET	847-395-1000
Lee Shannon	Director of Emergency Management	x 30
ENGINEERING	874 MAIN STREET	847-395-1000
James Keim	Village Administrator	x 31
Engineer 1	Dennis Heimbrodt	x 27
Cad Operator	Ross Kaminsky	x 29
FINANCE	874 MAIN STREET	847-395-1000
Joy McCarthy	Director of Finance	x 13
Lenore Lukas-Tutein	Chief Accountant	x 23
Lori Davis	Accounting Specialist	x 15
Dawn Fatigato	Accounting Clerk	x 36
FIRE DEPARTMENT	835 HOLBEK DRIVE	847-395-5511
Dennis Volling	Fire Chief	
HUMAN RESOURCES	874 MAIN STREET	847-395-1000
Jennifer Winegarner	Director of Human Resources	x 25
PARKS DEPARTMENT	806 HOLBEK DRIVE	847-395-2160
Shawn Roby	Director of Special Events	847-838-4032
Debbie Foerster	Program Director	847-395-2160
PLANNING, BUILDING AND ZONING	874 MAIN STREET	847-395-9462
Dustin Nilsen	Director of Community Development	x 21
William Rantz	Senior Building Inspector	x 35
Paul Green	Code Enforcement Officer	x 40
Sherry Hoban	Administrative Assistant	x 32
POLICE DEPARTMENT	433 ORCHARD STREET	847-395-8585

James Foerster	Police Chief	
Laurie Sunde	Director of Communications	
PUBLIC WORKS	796 HOLBEK DRIVE	847-395-1881
Chris Liveris	Director of Public Works	
Dave Hanson	Water and Sewer Foreman	
Susan Ring	Administrative Assistant	
SENIOR SERVICES	817 HOLBEK DRIVE	847-395-0139
Paul Howard	Director of Senior Services	

**VILLAGE BOARD OF TRUSTEES
ANNUAL SCHEDULE OF MEETINGS
Calendar Year 2010**

The **regular** meetings of the Antioch Village Board are scheduled for the **FIRST** and **THIRD Monday** of every month at **7:30 PM** in the Board Room, Antioch Village Hall, 874 Main Street, Antioch, IL.

Sub-committee meetings of the Antioch Village Board may be scheduled as needed and posted at Village Hall in accordance with the Open Meetings Act of the State of Illinois.

The meeting dates for the **2010 Calendar Year** are:

MONTH	MEETING DATE
January	4, *19
February	1, *16
March	1, 15
April	5, 19
May	3, 17
June	7, 21
July	*6, 19
August	2, 16
September	*7, 20
October	4, 18
November	1, 15
December	6, 20

These meetings may be cancelled or continued to specific dates as may be required. Special meetings in addition to those listed may be called. All notices of individual meetings and/or hearings shall be posted at the Village Hall in accordance with the Open Meetings Act of the State of Illinois.

**Due to Holidays falling on certain Mondays, the Regular Meetings have been scheduled on the Tuesday following the Holiday.*

Posted at Antioch Village Hall on December 26, 2009 at 11:00 a.m.

**VILLAGE BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE
ANNUAL SCHEDULE OF MEETINGS
Calendar Year 2010**

The **committee of the whole** meetings of the Antioch Village Board are scheduled for the **SECOND** and **Wednesday** of every month at **7:00 PM** in the Board Room, Antioch Village Hall, 874 Main Street, Antioch, IL.

The meeting dates for the **2010 Calendar Year** are:

MONTH	MEETING DATE
January	13
February	10
March	10
April	14
May	12
June	*16
July	14
August	11
September	*15
October	13
November	10
December	*15

These meetings may be cancelled or continued to specific dates as may be required. Special meetings in addition to those listed may be called. All meeting notices shall be posted at the Village Hall in accordance with the Open Meetings Act of the State of Illinois.

**Due to other meeting schedules this meeting has been scheduled on the 3rd Wednesday of the month.*

Posted at Antioch Village Hall on December 26, 2009 at 11:00 a.m.

**COMBINED PLANNING COMMISSION
AND ZONING BOARD
ANNUAL SCHEDULE OF MEETINGS
Calendar Year 2010**

The regular meetings of the Combined Planning and Zoning Board are scheduled for the **SECOND Thursday** of every month at **7:30 PM** in the Board Room, Antioch Village Hall, 874 Main Street, Antioch, IL.

The meeting dates for the **2010 Calendar Year** are:

MONTH	MEETING DATE
January	14
February	11
March	11
April	8
May	13
June	10
July	8
August	12
September	9
October	14
November	*18
December	9

These meetings may be cancelled or continued to specific dates as may be required. Special meetings in addition to those listed may be called. All notices of individual meetings and/or hearings shall be posted at the Village Hall in accordance with the Open Meetings Act of the State of Illinois.

Applicant materials must be submitted within the appropriate lead time as prescribed by the Antioch Village Code, (typically 28 days prior to a meeting). Materials submitted cannot be returned. Applicants are required to attend the scheduled meeting or hearing and continuations thereof, in order to present their proposal and answer questions from the Board and the public.

**Due to Veteran's Day Holiday, this meeting has been scheduled on the third Thursday of the month.*

Posted at Antioch Village Hall on December 26, 2009 at 11:00 a.m.

**ANTIOCH PARK COMMISSION
ANNUAL SCHEDULE OF MEETINGS
Calendar Year 2010**

The regular meetings of the Antioch Park Commission are scheduled for the **THIRD Wednesday** of every month at **7:00 PM** in the Board Room, Antioch Village Hall, 874 Main Street, Antioch, IL.

The meeting dates for the **2010 Calendar Year** are:

MONTH	MEETING DATE
January	20
February	17
March	17
April	21
May	19
June	*23
July	21
August	18
September	*22
October	20
November	17
December	*22

These meetings may be cancelled or continued to specific dates as may be required. Special meetings in addition to those listed may be called. All notices of individual meetings and/or hearings shall be posted at the Village Hall in accordance with the Open Meetings Act of the State of Illinois.

**Due to other meeting schedules, this meeting has been scheduled on the Fourth Wednesday of the month.*

Posted at Antioch Village Hall on December 26, 2009 at 11:00 a.m.

**ANTIOCH POLICE PENSION COMMISSION
ANNUAL SCHEDULE OF MEETINGS
Calendar Year 2010**

Please be advised that the regularly scheduled public meetings of the Antioch Police Pension Commission will be held **QUARTERLY** on the **THIRD Monday** of the month at **4:30 p.m.** at the Best Western Regency Inn, Community Room, 350 IL Route 173, Antioch, Illinois.

The meeting dates for the **2010 Calendar Year** are:

MONTH	MEETING DATE
March	15
June	21
September	20
December	20

These meetings may be cancelled or continued to specific dates as may be required. Special meetings in addition to those listed may be called. All notices of individual meetings and/or hearings shall be posted at the Village Hall in accordance with the Open Meetings Act of the State of Illinois.

**VILLAGE OF ANTIOCH
POLICE AND FIRE COMMISSION
ANNUAL SCHEDULE OF MEETINGS
Calendar Year 2010**

Please be advised that the regularly scheduled public meetings of the Antioch Police and Fire Commission will be held **QUARTERLY** on the **SECOND Tuesday** of the month at **5:30 p.m.** at the Antioch Police Department Conference Room, 433 Orchard Street, Antioch, Illinois.

The meeting dates for the **2010 Calendar Year** are:

MONTH	MEETING DATE
January	12
April	13
July	13
October	12

These meetings may be cancelled or continued to specific dates as may be required. Special meetings in addition to those listed may be called. All notices of individual meetings and/or hearings shall be posted at the Village Hall in accordance with the Open Meetings Act of the State of Illinois.

Posted at Antioch Village Hall on December 26, 2009 at 11:00 a.m.

WRITTEN REQUEST
In accordance with the Freedom of Information Act
FOR INSPECTION OR COPYING OF PUBLIC RECORDS

Name: _____

Address: _____

Phone: (____) _____

Date of Request: _____

Is this request for Commercial Purposes? Yes No
Please check appropriate box

Describe in detail below, the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified.

I hereby request to _____ inspect or _____ have copies of the following public records.

Signed: _____

DISPOSITION OF REQUEST FOR INSPECTION OR PHOTOCOPIES OF PUBLIC RECORDS

All documents were made available for inspection or copies were provided thereof to the applicant on _____ at _____ except as follows:

Which were not provided because they are not public records within the meaning of the Freedom of Information Act and to that extent the request is denied. The applicant was notified of the denial by a letter dated: _____

Number of Pages over 50	_____	at \$0.15 each	_____
Number of Certifications	_____	at \$1.00 each	_____
CD	_____	at \$1.00 each	_____
Police Accident Reports	_____	at \$5.00 each	_____
Additional charges (if any)	_____		_____
Total	_____		_____

The **VILLAGE OF ANTIOCH** will respond to this request within five (5) working days from the date received, unless the Village invokes one or more of the seven reasons for an extension of time provided for in Section 3 (d) of the Act.

The following items _____ were not provided within the initial five days because:

- _____ A. The requested records are stored in whole or in part at other locations than the office having charge of the requested records.
- _____ B. The request requires the collection of a substantial number of specified records.
- _____ C. The request is couched in categorical terms and requires an extensive search for the records responsive to it.
- _____ D. The requested records have not been located in course routine search and additional efforts are being made to locate them.
- _____ E. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure or should be revealed only with appropriate deletions.
- _____ F. 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.
- _____ G. There is a need for consultation, which shall be conducted with all practical speed.



ANTIOCH POLICE DEPARTMENT

CHIEF JAMES FOERSTER

WRITTEN REQUEST

In accordance with the Freedom of Information Act (FOIA) FOR INSPECTION OR COPYING OF PUBLIC RECORDS

The Freedom of Information Act exempts police records from *full or partial* disclosure under certain circumstances. The Police Department must review your request consistent with these requirements to determine if they are exempt from disclosure or should be revealed only with appropriate deletions. After review, you will either receive a copy of the requested records or a copy of this form indicating the reason your request for records has been denied.

****Please allow 5 working days for review & processing** (State Law)**

PLEASE PRINT

Person making request: _____

Address: _____ City: _____ State: _____

Phone: () _____

Representing: _____ Signature: _____

Type of record requested (Describe specifically and in detail; if needed, attach a separate sheet).

Office Use Only

Received by: _____ Date: _____ Time: _____

Five Day response deadline: _____ Date: _____ Time: _____

Identification Verified: Yes: _____ No: _____

Copying fee charged (if applicable): \$ _____ NOTES: _____

DISPOSITION OF REQUEST FOR INSPECTION OR PHOTOCOPIES OF PUBLIC RECORDS

All documents were made available for inspection or copies were provided thereof to the applicant on _____ at _____ except as follows:

Which were not provided because they are not public records within the meaning of the Freedom of Information Act and to that extent the request is denied. The applicant was notified of the denial by a letter dated: _____

Number of Pages over 50	_____	at \$0.15 each	_____
Number of Certifications	_____	at \$1.00 each	_____
CD	_____	at \$1.00 each	_____
Police Accident Reports	_____	at \$5.00 each	_____
Additional charges (if any)	_____		_____
Total	_____		_____

The **VILLAGE OF ANTIOCH POLICE DEPARTMENT** will respond to this request within five (5) working days from the date received, unless the Police Department invokes one or more of the seven reasons for an extension of time provided for in Section 3 (d) of the Act.

The following items _____ were not provided within the initial five days because:

- _____ A. The requested records are stored in whole or in part at other locations than the office having charge of the requested records.
- _____ B. The request requires the collection of a substantial number of specified records.
- _____ C. The request is couched in categorical terms and requires an extensive search for the records responsive to it.
- _____ D. The requested records have not been located in course routine search and additional efforts are being made to locate them.
- _____ E. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure or should be revealed only with appropriate deletions.
- _____ F. The request for records cannot be complied with by the Police Department within the time limits prescribed without unduly burdening or interfering with the operations of the Village.
- _____ G. There is a need for consultation, which shall be conducted with all practical speed.