FOIA requests may be submitted in writing by mail, FAX, e-mail or hand delivery to any FOIA Officer listed on the reverse of this form. The Village of Winthrop Harbor does not accept oral FOIA requests.

PLEASE SEE REVERSE SIDE FOR FEES AND OTHER IMPORTANT INFORMATION.

Date of request: _______  Time: _____  Is request for commercial purposes? ___ Yes ___ No

If request is for commercial purposes, name of entity: __________________________________________________

Name of person making request: ________________________________________________________________

Address: ____________________________________________  City: __________  State: ___  Zip: ______

Daytime phone: (____)____-______  FAX: (____)____-______  E-Mail: ______________________________________

How would you like to receive the records sought?  ____ Pick-up  ____ Mail  ____ E-mail  ____ FAX

Do you request that one or more records be Certified? ___ Yes ___ No  (If yes, please indicate below)

ATTORNEY OR INSURANCE COMPANY ONLY

Do you request Special Service? (See reverse) ___ Yes ___ No

If requesting Special Service, you must sign here to acknowledge additional fee: ✗

Records sought (please be as specific as possible):

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

FOIA OFFICER ONLY  (Do not write in this area.)

REQUEST REC’D: ____/____/____  _____am

RESPONSE DUE: ____/____/____

RESPONSE READY: ____/____/____

SENT OUT OR PICKED-UP: ____/____/____

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Attach additional page(s) if necessary
FOIA requests must be in writing, and may be submitted by mail, FAX, e-mail or hand delivery to a FOIA Officer or designee as listed below. The mailing address is 830 Sheridan Rd., Winthrop Harbor, IL 60096.

FOR ALL RECORDS WITH THE EXCEPTION OF THOSE KEPT BY THE POLICE DEPT:

<table>
<thead>
<tr>
<th>VILLAGE RECORDS</th>
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<tbody>
<tr>
<td><strong>FOIA OFFICER</strong></td>
<td><strong>FOIA OFFICER DESIGNEE</strong></td>
</tr>
<tr>
<td>Julie Rittenhouse, Village Clerk</td>
<td>Debbie Melesio, Deputy Clerk</td>
</tr>
<tr>
<td>Ph. 847-872-3846 ext. 1010</td>
<td>Ph. 847-872-3846 ext. 1013</td>
</tr>
<tr>
<td>Fax: 847-872-0639</td>
<td>Fax: 847-872-0639</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:jrittenhouse@winthropharbor.com">jrittenhouse@winthropharbor.com</a></td>
<td>E-mail: <a href="mailto:dmelesio@winthropharbor.com">dmelesio@winthropharbor.com</a></td>
</tr>
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</tr>
<tr>
<td>Chris Willets, Det. Sergeant</td>
<td>Karen Larsen, Records Clerk</td>
</tr>
<tr>
<td>Ph. 847-872-2131 ext. 2014</td>
<td>Ph. 847-872-2131 ext. 2022</td>
</tr>
<tr>
<td>Fax: 847-872-0190</td>
<td>Fax: 847-872-0190</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:cwillets@whpd.org">cwillets@whpd.org</a></td>
<td>E-mail: <a href="mailto:klarsen@whpd.org">klarsen@whpd.org</a></td>
</tr>
</tbody>
</table>

IMPORTANT INFORMATION:

A. The Village of Winthrop Harbor does not accept oral FOIA requests.

B. Requestors are not required to state the purpose of a FOIA request, other than indicating whether the request is for commercial purposes. It is illegal for a requester to obtain a record for a commercial purpose without making this disclosure.

1. A commercial request is a request in which the requester seeks to use all or part of the record for the sale or resale, or for solicitation or advertisement for services.

2. Requests made by news media, not-for-profit organizations, scientific organizations, or academic organizations are not commercial requests if they are made for the purposes of journalism, research or similar purposes.

3. The Village shall provide an initial response to requests for commercial purposes within 21 business days. The initial response may consists of; [a] providing the records, [b] providing the requester with an estimate as to when the records will be available and what the fees will be, [c] denying the request under an exemption; or [d] notifying the requester that the request is unduly burdensome. (see the FOIA for further details on requests for commercial purposes).

4. Fees, if any, for records requested for commercial purposes must be paid in advance, as estimated in the initial response defined above.

C. The Village shall comply with or deny requests for non-commercial purposes within five business days. The law provides for an extension of another five business days under certain circumstances, and the Village shall notify the requestor within five business days of the request if an extension is necessary.

FEES FOR RECORDS REQUESTED UNDER FOIA: ¹

A. Black & white copies, legal or letter size: First 50 pages are free, 15¢ per page thereafter.

B. Color copies, legal or letter size: Actual cost for all pages.

C. Black & white or color copies larger than legal or letter size: Actual cost for all pages.

D. Electronic media (i.e. CD, DVD): Actual cost for each disc.

E. Records certification: $1.00 per record.

F. Traffic Accident Reports: $5.00 per report. ¹

G. Traffic Accident Reports investigated by an Accident Reconstruction Officer: $20.00 per report. ¹

H. Traffic Accident Report Special Service fee: $10.00 per report (additional).²

¹ Traffic Accident Report fees are set separately in Sec. 625 ILCS 5/11-416 of the IL Vehicle Code.

² Special Service fee applies when an insurance company or attorney requests that a Traffic Accident Report be mailed within 48 hours or less. This is in addition to any other applicable fees.