

GUIDELINES FOR SUBMITTING FORMAL REQUEST FOR INFORMATION

Any person requesting access to information as permitted under "The Freedom of Information Act" (5 ILCS 140 et. seq.) should follow the steps below:

Step 1 Complete a written request (see suggested form attached), being as specific as possible. An index of public records maintained for inspection is available at each public building.

Step 2 Submit the written request by mail, fax or in person, Monday through Friday, 7:30 a.m. to 4:30 p.m., except holidays, and address it to:

Karen Norwood
Freedom of Information Officer
Village Manager's Office
1200 Wilmette Avenue
Wilmette, IL 60091

Step 3 Within five (5) business days of receipt of the non-commercial request, the Village will indicate in writing its response to the request. The Village will respond in one of the four (4) following manners:

- a. Inform you of when and where the information may be inspected or how a copy may be obtained.
- b. Indicate that additional time to fulfill the request is needed, factors prompting the delay and when the response will be forthcoming.
- c. Deny the request, stating reasons for the denial.
- d. Failure by the Village to respond within five (5) days is deemed a denial.

Step 4 You have the right to appeal (see suggested form attached) any decision to deny access to records to:

Public Access Counselor
Public Access Bureau
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
E-mail: publicaccess@atg.state.il.us

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TYPES AND CATEGORIES OF PUBLIC RECORDS – CONTACT INFORMATION

The Village of Wilmette keeps various public records by Department. The following is a list of Department contact persons to whom Freedom of Information requests may be directed, along with a *non-exhaustive* list of types or categories of public records available. The fact that a record may be generally described in this list does not mean that a particular document is either subject to disclosure or exempt from disclosure under the Illinois Freedom of Information Act, as amended from time to time. Each request is reviewed individually.

<u>Department</u>	<u>Contact Person</u>	<u>Types or Categories of Records</u>
Administration	John Prejzner Assistant Director of Administrative Services (847) 853-7502 prejznerj@wilmette.com	Contracts; labor agreements; publications (<i>Communicator</i> and other newsletters); public information and press releases; personnel records; cable television; public demonstration permits; public infrastructure construction bidding, Prevailing Wage Act records; other bid, contract and purchasing records; notices, agendas and minutes for Board of Fire and Police Commissioners, Community Relations Commission, Fine Arts Commission, Environmental Commission, Youth Commission; all other records not separately identified.
Village Clerk/ Law	Karen Norwood Deputy Village Clerk (847) 853-7511 norwoodk@wilmette.com	Ordinances; Resolutions; municipal code; proclamations; declarations; franchises; boards and commission appointments; Notices, agendas and minutes of meetings of the Village Board and its committees, and other boards or commissions not separately listed; intergovernmental agreements; leases; municipal property records; general public records and legal notices; election records, liquor licenses; raffle licenses.
Community Development	Lisa Roberts Asst. Dir. of Community Dev. (847) 853-7529 robertsl@wilmette.com	Zoning ordinance and map; comprehensive plan; variations; special use permits; temporary use permits; building permits electrical permits; plumbing permits, other building or construction permits and applications; code enforcement and inspection records; certificates of occupancy; affordable housing plan; records and meeting notices, agendas and minutes for: Zoning Board of Appeals, Plan Commission, Appearance Review Commission, Housing Commission and Historic Preservation Commission (landmark), Building Code Board of Review and other construction/permit review bodies.

Engineering and Public Works	Brigitte Berger-Raish, P.E. Dir. of Engineering and Public Works (847) 853-7627 bergerb@wilmette.com	Street, alley, water, sewer and other public right-of-way/utility records; dumpster permits; right-of-way permits; grading permits; street atlases; Water Plant and water treatment/distribution records; FEMA floodplain maps; records and meeting notices, agendas and minutes for Transportation Commission. Vehicle maintenance and vehicle equipment specifications; street, sewer, sidewalk repair and maintenance records; snow removal; street cleaning; leaf collection; solid waste and recycling records; NPDES records, forestry and other tree matters.
Finance	John Risko Assistant Finance Director (847) 853-7604 risko@wilmette.com	Budgets; audits; vehicle stickers; purchase orders; accounts receivable; accounts payable; business licenses; animal licenses; water and sewer billing; real estate transfer tax; cash receipts and disbursements; bond transcripts and related documents; parking permits.
Fire	Robert Brill Deputy Fire Chief (847) 853-3614 brillr@wilmette.com	Fire suppression, prevention and records; EMS/ambulance records; fire prevention, safety and public information materials; vehicle and equipment maintenance records; fire pension fund records; Fire Department personnel and training records; mutual aid information.
Administrative Services	Peter Skiles Director of Administrative Services (847) 853-7631 skilesp@wilmette.com	Records concerning implementation of information technology; intergovernmental agreements concerning shared technology
Police	Emma Perley Administration Manager (847) 853-3508 perleye@wilmette.com	Crime reports; traffic accident reports; traffic, parking and ordinance violations; arrest reports and records; alarm permits; animal control records; taxi cab licenses and records; block party permits; disaster and emergency management; dispatch and telecommunications records; police pension fund records; Police Department personnel and training records.