

VILLAGE OF HAZEL CREST, ILLINOIS
METHOD OF REQUESTING RECORDS
UNDER THE FREEDOM OF INFORMATION ACT
5 ILCS 140/1 et. Seq.

All requests to inspect and/or copy records prepared or maintained by the Village of Hazel Crest shall be made in the following manner:

- All requests shall be in writing, shall include the name and mailing address of the requester and, if the record(s) is/are to be used for commercial purpose, indicate for what purpose they will be used.¹ It shall be the responsibility of the requester to provide the Village of Hazel Crest with a correct and complete mailing address so as to efficiently process the requests OR is the records are to be emailed, to provide the Village with a correct, legible email address.
- Written requests shall be directed to Village Clerk Isaac Wiseman as Freedom of Information Officer or Deputy Clerk/FOIA Officer Kathleen Spiek. Written requests may be submitted in person or mailed at/to the Village of Hazel Crest 3601 W. 183rd Street, Hazel Crest, Illinois during the hours of 9 a.m. through 5 p.m., Monday through Friday, OR, by fax (708) 335-6922 OR by email to: kspiek@villageofhazelcrest.com OR iwiseman@villageofhazelcrest.com
- Each request shall be granted or denied within five (5) business days after its receipt, except that the time limit prescribed above may be extended for good cause as provided in the FOIA. The person submitting the request shall be notified in writing of the extension, the reason(s) for the requested and the date on which the requested record(s) will be available.
- In accordance with 5ILCS 140/3.5, if the FOIA Officer has determined that there are no records, the Village of Hazel Crest shall be required to immediately disclose upon request. However, nothing prohibits or precludes the FOIA Officer from providing records immediately upon request, if possible.
- Copies of records will be provided in the format specified by the requestor. Charges for copies of records will be imposed in accordance with the following:
 - The first 50 black-and-white, letter size pages and/or legal-size pages will be copied and provided free of charge.
 - All letter size and/or legal-size black-and-white copies exceeding the first 50 copies will be provided at a cost of 15 cents per page.
 - All color copies, oversized copies, plats, maps, discs, diskettes, tapes, CD's or DVDs will be provide at the Villages actual cost for reproducing the record.
 - Fees applicable to copies of public records when furnished in a paper format shall not be applicable to those records when furnished in an electronic format.
 - Copies will be certified by the Village Clerk at an additional cost of \$1 per record.
 - Copies of records requested to be mailed will be sent United States Certified Mail, Return Receipt Requested, to the address provided by the requestor. Prepayment of all certified mailings costs shall be required.
 - There will be no charge accessed for search for and/or review of records or other personnel costs associated with the copying of the records. All required fees shall be prepaid.
- If the Village of Hazel Crest denies a request for public records, the requestor shall be notified in writing of the decision to deny, the reason for the denial including the factual basis for the application of the exemption claimed, and the name(s) of the person(s) responsible for the denial. The requestor shall also be informed of the right to review by the Public Access Counselor in accordance with 5ILCS 140/9.

¹ A request submitted by the news media or by non-profit, scientific or academic organizations will not be deemed to be made for commercial purposes if the principal purpose of the request is (a) to access and disseminate information concerning news and current or passing events, (b) for articles of opinion or features of interest to the public, or (c) for the purpose of academic, scientific or public research or education.