



VILLAGE OF GLENCOE

FREEDOM OF INFORMATION ACT

HOW TO REQUEST PUBLIC RECORDS

The Village of Glencoe maintains comprehensive forms, rules, and regulations related to the Illinois Freedom of Information Act (FOIA). The forms are intended as a simple, efficient, and consistent manner for a requester to seek and receive access to public records. The Rules and Regulations provide straightforward and understandable procedures and instructions for obtaining public records.

All requests to inspect, copy, or certify public records must be submitted in writing. The Village encourages requesters to use the convenient standard forms provided by the Village, which are available at the Village Hall and on the Village's website. The Village will review all written requests in any form. The Village will respond to each written request to inspect, copy, or certify public records in a manner consistent with the Illinois Freedom of Information Act.

Copies of public records will be provided after payment of a copying fee, if applicable, as provided in Section IV of the Village of Glencoe's FOIA Rules. If requested, copies of public records will be mailed after the Village receives payment of the cost of postage and copying.

Requests and other communications regarding Village records relating to a request to inspect, copy, or certify public records, all requests for copies of the FOIA Rules, and all requests for any other information relating to the Village's implementation of the Illinois Freedom of Information Act should be directed to:

David Kraus
Freedom of Information Act Officer
Village of Glencoe
675 Village Court
Glencoe, IL 60022
Telephone: (847) 835-4114
E-mail: foiaofficer@villageofglencoe.org

The foregoing information is provided pursuant to Section 4(b) of the Illinois Freedom of Information Act.

