Village of Island Lake FOIA REQUEST

Freedom of Information Act (FOIA) Request for Public Records

You may submit a FOIA Request in person, by mail, by fax or by email*. *Your request must be in writing.* (*See directions for FOIA requests by email on page 2.)

Provide the following information.

1. Requester name and contact information
2. Detailed description of requested records
3. Purpose of request: commercial or non-commercial
4. Format for records
    a. Email/Electronic*
    b. Print/Physical Copy
    c. Personal on-site inspection

**Due to the size of the files, we are unable to send video/audio records electronically.*

A specific form for your FOIA Request is not required; however, a simple form is provided for your convenience on page 3.

Fees

- The first 50 pages of black and white letter or legal sized copies: no charge
- Beyond 50 pages, in color or in size other than letter or legal: reimbursement for incurred costs
- Reimbursement for shipping/mailing cost for extraordinary expense

Fees may be waived or reduced in any case in which the FOIA Officer determines that the waiver serves the public interest and the request is non-commercial.

By submitting a FOIA Request, you are agreeing to pay the Village of Island Lake the copying and certification fees in advance of receiving copies of any public records.

Response

- Records for non-commercial FOIA Requests will be in writing within 5 (five) business days. In some cases, an extension of an additional 5 business days will be requested by the FOIA Officer.
- Records for commercial FOIA Requests will be in writing within 21 (twenty-one) business days.
- Denials or requests for extensions will be in writing and will state the reason for the denial or extension.
- A denial may be appealed to the Public Access Counselor within 60 working days after the date of the Notice of Denial. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq*.

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Freedom of Information Act (FOIA) Requests by Email

1. Go to https://villageofislandlake.com

2. Go to the vertical blue toolbar on the left side of the screen: click on the **FOIA Requests** tab.



3. Click on either **Village Records** or **Police Records**. This will open an email for the appropriate FOIA Officer.



As of January 1, 2026, FOIA email requests must be made in the body of the email and not by attachment. Make sure to include specific information in the email.

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You are not required to use a specific form for request. The fillable form below is provided for your convenience, should you choose to submit a printed request.

FOIA Request

Date ___/___/20___

Requester name and contact information

_____

Detailed description of requested records

_____

_____

Purpose of request (Check one.)

___ Commercial

___ Non-commercial

Format for records (Check one.)

___ Email/Electronic

___ Print/Physical Copy

___ Personal on-site inspection