VILLAGE OF LAKE IN THE HILLS  
McHENRY COUNTY, ILLINOIS  

REQUESTS FOR PUBLIC RECORDS

The Village of Lake in the Hills Rules and Regulations for the Implementation of the Illinois Freedom of Information Act (the “FOIA Rules”) provide comprehensive procedures, and instructions for obtaining Village public records. This document provides only a brief summary of the FOIA Rules.

All Freedom of Information requests for public documents/records can be submitted online through JustFOIA by clicking here. Requestors will have the ability to track the status of the request, receive documents digitally, and access a database of public documents that have been previously requested by other individuals.

Individuals will be able to choose to route requests directly to the Police Department for police reports and other police-related documents, or submit their request to all other departments for other Village record requests.

Records requests and their responses will be processed and tracked electronically, saving on paper and time. The system also allows for the digital delivery of documents, regardless of the file size of the documents requested.

Copies of public records will be provided only upon payment of a copying fee, if any, as provided in Section 6 of the FOIA Rules.

All notices and other communications 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:

For all Non-Police Related FOIA Requests:

Freedom of Information Officer  
Village of Lake in the Hills  
600 Harvest Gate  
Lake in the Hills, Illinois 60156

For all Police Related FOIA Requests:

Freedom of Information Officer  
Lake in the Hills Police Department  
1115 Crystal Lake Road  
Lake in the Hills, IL 60156
These Rules and Regulations (“FOIA Rules”) outline procedures, and contain instructions for orderly compliance with the Illinois Freedom of Information Act, 5ILCS 140/1 et seq. (the “Act”), by the Village of Lake in the Hills (the “Village”) and any person requesting public records from the Village (a “Requestor”).

The Village will respond to requests for inspection, copying, or certification of public records in accordance with the Act, these FOIA Rules, and other applicable law. Under the Act, the Village must disclose to any Requestor for inspection or copying all requested public records except: (1) public records that would, if disclosed, violate individual privacy as contemplated by the Act; (2) public records whose production is unduly burdensome and would disrupt the duly undertaken work of the Village; or (3) public records that are specifically exempted from disclosure by the Act or other applicable law. Requests falling within any of these exemptions will be denied.

All notices and other communications in connection with a request to inspect, copy, or certify public records under the Act can be submitted online at lith.org/foia. If a request is being submitted in writing and is pertaining to Non-Police Related documents please send to: Freedom of Information Officer, Village of Lake in the Hills, 600 Harvest Gate, Lake in the Hills, Illinois 60156 (the “Village Hall”). The Village Hall telephone number is (847) 960-7400. If a request is pertaining to Police Related documents please send to: Freedom of Information Officer, Lake in the Hills Police Department, 1115 Crystal Lake Road, Lake in the Hills, Illinois 60156 (the “Police Department”). The Police Department telephone number is (847) 658-5676.

I. INTERPRETATION

A. Conflicts and Invalidity
These FOIA Rules do not supersede, nor are they intended to supersede, the provisions of the Act. In the event that these FOIA Rules in any way conflict with the Act, the provisions of the Act shall govern and take precedence over these FOIA Rules and Regulations. If any provision of these FOIA Rules is deemed illegal or unenforceable, all other provisions and the application thereof shall remain unaffected to the extent permitted by law.
B. **Definitions**
In addition to the definitions provided in the Act, the following definitions are applicable to these FOIA Rules:

1. **Freedom of Information Officers**: Deputy Clerk, Nancy Sujet, Administrative Specialist I, Laura Pekovic, Deputy Chief of Support Services, Mary Frake, and Records Supervisor, Mark Smith.

2. **Business Hours**: 8:30 a.m. to 5:00 p.m. on a Business Day.

3. **Business Day**: Any day on which the Village is open and staffed for regular public business during Business Hours. Business Days are generally Monday through Friday, except official state holidays.

C. **Measurement of Time**

1. **Days**: In counting the number of days allowed for any response or decision required to be given by the Village pursuant to the Act or these FOIA Rules, the day on which the request or notice requiring such response or decision was first received shall not be included.

2. **Supplemental Requests**: Supplemental, amended, or additional requests to inspect, copy, or certify public records shall not relate back to the time of receipt of the initial request. Supplemental, amended, or additional requests shall be considered new requests for purposes of determining all applicable time periods.

3. **Response Date**: All responses and decisions required to be issued by the Village pursuant to the Act or these FOIA Rules shall be conclusively deemed to have been given as of the date of personal delivery to the person or to the residence of the person entitled to such response or decision or, if mailed, as of the date of mailing as indicated by postmark, regardless of the date of actual receipt by such person. Each such response and decision shall include a verified proof of service evidencing the method by which, and time at which, such response of decision was delivered.

II. **REQUESTS FOR INSPECTION, COPYING, OR CERTIFICATION OF PUBLIC RECORDS.**

A. **Officials Responsible for Responding to Requests**
The Freedom of Information Officer shall be the person administratively responsible for receiving and processing all requests to inspect, copy, or certify public records filed pursuant to the Act and these FOIA Rules. The Freedom of Information Officer will develop a list of documents or categories of records that the Village must immediately disclose upon request.
The Freedom of Information Officer shall be the person with authority on behalf of the Village to grant or deny requests to inspect, copy, or certify public records filed pursuant to the Act and these FOIA Rules, to extend the time for response, and to issue the appropriate notices with respect to such matters. The Freedom of Information Officer may consult with the Village Attorney before responding to any request to inspect, copy, or certify public records.

B. **Request Submittal**

All requests to inspect, copy, or certify public records shall be filed online at lith.org/foia or with the Freedom of Information Officer in writing. The form attached hereto as FORM 1 can be used, but is not required.

Completed requests may be filed with the Village online, by mail, overnight courier service, facsimile, in person, e-mail or other means available to the public body. Requests submitted in person shall be handed to the Freedom of Information Officer. Request Forms submitted by mail or other means shall be addressed to the Freedom of Information Officer and shall be deemed received only upon actual receipt by the Freedom of Information Officer on a Business Day, during Business Hours, regardless of date of mailing or other means of submitting a request.

C. **Request Processing**

All written requests received for Police records/documents will be forwarded for processing to Mark Smith or Mary Frake. All other written requests, including requests for multiple departments, will be forwarded for processing to Nancy Sujet. The Freedom of Information Officer shall stamp each written request with the date and time of receipt and shall compute and write the day on which the period for response will expire.

### III. RESPONSES TO REQUESTS

A. **Time for Response**

The Village shall respond to any Request filed pursuant to Section II of these FOIA Rules within five Business Days after such Request is received by the Freedom of Information Officer. If the request is for commercial purposes or from a recurrent requester, the Village shall respond within 21 Business Days after receipt.

B. **Form of Response**

1. **Disclosure of Public Records.**

   (a) If the Freedom of Information Officer determines that the Act requires disclosure of all or any part or portion of any public records requested on a Request filed pursuant to Section II of these FOIA Rules, the Freedom of Information Officer shall notify the Requestor, via email for online Requests and in writing for written Requests (FORM 2), of such determination.
(b) Except as otherwise specifically authorized by the Freedom of Information Officer, only Village personnel shall be permitted to search Village files, records, or storage areas; to use Village equipment; or to make copies of Village public records.

(c) Public records may not be removed from the Village Hall and/or Police Department at any time.

(d) Public records may be inspected, or copies of public records obtained, during Business Hours at the Village Hall and/or Police Department.

(e) Because space is limited, Requestors must make arrangements in advance with the Freedom of Information Officer for a specific appointment to inspect public records at the Village Hall and/or Police Department.

(f) Requests for the reproduction of any public records that are tape recordings or digital records will be honored in accordance with the provisions of the Act and these FOIA Rules.

(g) Unless otherwise exempt, the Requestor shall be required to pay for all copying (if applicable), certification and, electronic media, upon receiving copies of any public records. However, before reproducing any documents for Commercial requests, the Village may require prepayment of any applicable fees.

2. Extension of Time.

(a) If the Freedom of Information Officer determines that additional time is needed and allowed under the Act to respond to a Request filed pursuant to Section II of these FOIA Rules, the Freedom of Information Officer shall notify the Requestor in writing of such determination, of the reasons requiring the extension, and of the length of the extension, which shall not in any event exceed five Business Days.

(b) Such notice shall be given by use of FORM 4 attached hereto or a substantially similar writing.
3. **Categorical Requests.**

(a) If the Freedom of Information Officer determines that a Request filed pursuant to Section II of these FOIA Rules for all records falling within a category will unduly burden the Village and that the burden of the Village outweighs the public interest in production of the public records sought, the Freedom of Information Officer shall notify the Requestor in writing of such determination, of the reasons supporting such determination, and of the right of the Requestor to meet with the Freedom of Information Officer in an effort to narrow the request.

(b) Such notice shall be given by use of FORM 5 attached hereto or substantially similar writings.

(c) If the Requestor agrees to meet and confer with the Freedom of Information Officer regarding the request and if the request can be narrowed so that it is no longer unduly burdensome, the Freedom of Information Officer shall respond to the Request, or to the Request as narrowed at such meeting, within five Business Days following the date of the adjournment of such meeting. Such response may take any form specified in this Subsection III B.

(d) If the Requestor does not agree to meet and confer with the Freedom of Information Officer regarding the request or if the request cannot be narrowed so that it is no longer unduly burdensome, the Freedom of Information Officer shall deny the request pursuant to Paragraph II B(4) below on or before the fifth Business Day after the date of the notice given pursuant to Paragraph III B(3)(a) above.

4. **Denial.**

(a) If the Freedom of Information Officer determines that all or any part or portion of any public records requested pursuant to Section II of these FOIA Rules are not subject to disclosure under the Act or these FOIA Rules, the Freedom of Information Officer shall notify the Requestor in writing of such determination, of the reason for the denial, the factual basis for applying any of the exemptions, the name and address of the person responsible for the denial and of the Requestor’s right to a review by the Public Access Counselor, 500 S. Second St., Springfield, IL 62705, 217-558-0486 or to seek judicial review in an Illinois Circuit Court pursuant to Section II of the Act. (“Notice of Denial”).

(b) Such notice shall be given by use of FORM 6 attached hereto or a substantially similar writing.
C. **Failure to Respond**
If the Freedom of Information Officer fails to respond to a Request properly filed pursuant to Section II of these FOIA Rules, the request shall be deemed to be denied as of the last day permitted for such response.

D. **No Obligation to Create New Records**
Except as provided in Section VI below, in responding to requests to inspect, copy, or certify public records, the Act and these FOIA Rules do not require the Village to create records that the Village does not already maintain in record form. However, if a record is maintained in an electronic format, if feasible, the Village will produce it in that format upon request. If not feasible, the Village will furnish it in the format in which it is maintained by the Village or in a paper format upon the request of the Village. Also, the Village will search a database, if feasible, to generate a response.

IV. **APPEALS TO THE PUBLIC ACCESS COUNSELOR (PAC)**

A. **Notice of Appeal; Time to File**
If a Requestor disagrees with a Notice of Denial and wishes to appeal to the Public Access Counselor (PAC), then such Requestor may file a request for review with the PAC established in the Office of the Attorney General not later than 60 days after the date of the final denial. The request for review must be in writing, signed by the requester, and include (i) a copy of the request for access to records and (ii) any responses from the public body.

A person whose request to inspect or copy a public record is made for a commercial purpose as defined in subsection (c-10) of Section 2 of this Act may not file a request for review with the Public Access Counselor. A person whose request to inspect or copy a public record was treated by the public body as a request for a commercial purpose under Section 3.1 of this Act may file a request for review with the Public Access Counselor for the limited purpose of reviewing whether the public body properly determined that the request was made for a commercial purpose.

B. **Appeals to Circuit Court**
An appeal of a denial also may be filed in the Circuit Court for McHenry County seeking injunctive or declaratory relief.

V. **FEES**

A. **Fees Established**
Unless fees are otherwise fixed by statute, waived or reduced pursuant to Subsection V (C) below, each Requestor shall pay the following fees for copying, and certification of public records:

1. First 50 letter/legal (black & white)--$ Free
2. Over 50 letter/legal -- $0.15 per page

3. Color and oversized copies shall be charged the actual cost of the reproduction

4. Certification -- $1.00 per document plus copy cost.

5. If request includes reproduction on electronic media, the actual cost of this media

6. Traffic Accident Reports -- $5.00 each (per the Illinois Vehicle Code Section 5/11-416 Furnishing copies - Fees)

B. **Method and Time of Payment**
   Payment of all required fees must be made in cash, credit card, check, or by money order prior to producing the copied or certified public record.

C. **Waiver of Fees**
   The fees provided in Subsection V(A) above may be waived or reduced by the Freedom of Information Officer if the Requestor establishes to the reasonable satisfaction of the Freedom of Information Officer that a fee waiver or reduction would be in the public interest as defined by the Act. Any request for fee waiver or reduction should be indicated on the Request at the time the Request is filed.

   A fee waiver or reduction shall be considered to be in the public interest only if the principal purpose of the request is to disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit to the Requestor. The Freedom of Information Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

VI. **VILLAGE OBLIGATIONS**

A. **Organizational Description**
   The Freedom of Information Officer shall, at least once each fiscal year, produce and make available for inspection, copying, and mailing to any person requesting it, a brief description of the Village. Such description shall identify and describe the membership of the Village Board of Trustees and of all of its standing and special committees and other advisory bodies and shall also include:

   - a short summary of the Village's purpose,
   - a block diagram of its functional subdivisions,
   - the approximate number of its full and part-time employees,
• the total amount of its operating budget, and
• the number and location of each of its offices.

B. **Index of Public Records**
The Freedom of Information Officer shall create, keep current, and make available for inspection, copying, and mailing, a current index of all types or categories of public records prepared or received, and maintained, by the Village after July 1, 1984. The index shall be reasonably detailed in order to aid persons in obtaining access to the public records of the Village.

C. **Records Stored by Electronic Data Processing**
The Village Administrator shall prepare and furnish to any person requesting it a description of the manner in which public records of the Village stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

D. **Summary of Procedures**
The Freedom of Information Officer shall create, maintain current, and make available for inspection, copying, and mailing, a brief summary of the procedures established by these FOIA Rules.

E. **Posting and Mailing of Information**
The Freedom of Information Officer shall keep posted at the Village Hall and Police Department, and shall mail to any person making a request therefore, copies of the Organizational Description prepared pursuant to Subsection VI(A) above, the Index of Public Records prepared pursuant to Subsection VI(B) above, and the Summary of Procedures prepared pursuant to Subsection VI(D) above.

F. **Filing of Notices of Denial**
The Freedom of Information Officer shall retain copies of all Notices of Denial in a single file at the Village Hall that is open to the public and indexed according to the type of exemption asserted and, to the extent such categorization is feasible, the type of records requested. Any associated documents that have been withheld because of such denials shall not be produced or be open to the public.
VILLAGE OF LAKE IN THE HILLS
REQUEST FOR PUBLIC RECORDS

INSTRUCTIONS AND INFORMATION

1. In Section 1, describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary. Please be very specific about the documents that you are requesting.

   Please indicate whether you wish to inspect the public records at the Village Hall or if you wish to have them copied or certified by checking the appropriate space to the right of each record described. By submitting this Request Form, you are agreeing to pay to the Village, in advance of receiving copies of any public records, the copying and certification fees set forth below.

   CHARGES:
   First 50 letter/legal pages (black & white copies): Free
   Over 50 letter/legal pages: $0.15 per page
   Color and oversized Copies shall be charged the actual cost of the reproduction
   Certification: $1.00 per document, plus copy costs
   Traffic Accident Reports: $5.00 each (per the Illinois Vehicle Code Section 5/11-416
   Furnishing copies - Fees)
   If request includes reproduction on electronic media, the actual cost of this media

   You further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, you shall pay the actual charges that the Village incurs in connection with such copying services.

2. In Section 2, indicate if this request is for a commercial purpose.

3. You must provide the information requested in Section 3.

4. Indicate whether you are requesting a waiver of the fees outlined above. The principal purpose in making the request must be for the benefit of the general public through the dissemination of information concerning the health, safety, welfare, or legal rights of the general public.

5. You must sign the statement set forth in Section 5.

The Village will disclose the public records requested on this Request Form within five Business Days after the receipt of this Request (non-commercial requests only), unless the five-day period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefore. A denial may be appealed to the Public Access Counselor, 500 S. Second St., Springfield, Il 62705. 217-558-0486 within 60 Business Days after the date of the Notice of Denial. All appeals must be in writing. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. For more detailed information, please consult the Village of Lake in the Hills Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Freedom of Information Officer.
VILLAGE OF LAKE IN THE HILLS
REQUEST FOR PUBLIC RECORDS

1. Request for Records
I hereby request the right to inspect, or to obtain copies or certified copies of the following public records of the Village:  
☐ Inspect  ☐ Copied  ☐ Certified

2. Purpose of Request
I am requesting access to the public records identified in Section 1 above for a commercial purpose:  
Commercial Use  ☐ Yes  ☐ No  ☐
(c-10, “Commercial purpose” means the use of any part of a public record or records, or information derived from public records in any form for sale, resale or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit scientific or academic organizations shall not be considered to be made for a “commercial purpose” when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.)

3. Identification of Requestor
Requestor Name: __________________________________________________________
Name of person/organization for which records are being requested (if not Requestor): __________________________________________________________
Contact Information for Responses, Decisions, and Communications:
Street Address: ____________________________________________________________
City: ____________________________ State: ____________ Zip: ____________________
Day Phone: ______________________ Evening Phone: _________________________
Email Address: ____________________________________________________________

4. Waiver of Fees
☐ Yes  ☐ No  I am requesting a waiver of the fees, as my principal purpose in making the request is for the benefit of the general public through the dissemination of information concerning the health, safety, welfare, or legal rights of the general public. If a waiver is not granted, I understand that I will be responsible for the payment of all fees associated with the request.

5. Signature of Requestor
By signing this Request, I acknowledge and represent that I have reviewed and understood the Village of Lake in the Hills Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

________________________________________________________  __________________________
Signature of Requestor  Date
Received by the Village of Lake in the Hills, McHenry County, Illinois:

Date: ___________________________ Time: ___________________________

Method of Delivery:

___ Personal Delivery during Business Hours  ___ Personal Delivery after Business Hours
___ Mail Delivery during Business Hours      ___ Mail Delivery after Business Hours
___ Facsimile during Business Hours         ___ Facsimile after Business Hours
___ Email during Business Hours             ___ Email after Business Hours

Village employee receiving request:

Name: _________________________________________ Title: _______________________________

Signature: ____________________________________ Response Due: ________________________

(5 Business Days after day of receipt, non-commercial requests only)

Village employee responsible for compiling response:

Name: _________________________________________ Title: _______________________________

---------------------------------------------------------------------------------------------------------------------
VILLAGE OF LAKE IN THE HILLS
APPROVAL OF REQUEST FOR PUBLIC RECORDS

Name of Requestor: _________________________________________      Date of Request: __________________

Street Address: __________________________________________________

City: _______________________________ State: ___________ Zip: __________________

Copies/Charges
Number of copies or certified copies of the Specified Records will not be provided to you until the following applicable fees have been paid. Fees must be paid in cash, cashiers or certified check, money order or credit card.

First 50 letter/legal pages (black & white) are Free: ______

Over 50 letter/legal pages at $0.15 each: _______ $______________

Number of certified copies at $1.00 each: _______ $______________

Outside Vendor/oversized/color copies/electronic media (actual cost): $______________

Traffic Accident Reports at $5.00 each: _______ $______________
(Per the Illinois Vehicle Code Section 5/11-416 Furnishing copies - Fees)

TOTAL CHARGE: $______________

Approval of Request
Your request for the following public record(s) has been approved:

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

The following portion(s) of your request have been denied for the reason(s) cited:

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

These records have been: ☐ made available for inspection ☐ copied ☐ certified

Notice of the Right to Appeal
You have the right to have a denial of your request reviewed by the Public Access Counselor (PAC) at the office of the Illinois Attorney General. 5/ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to: Public Access Counselor, Office of the Attorney General, 500 S. Second St., Springfield, IL 62706, Fax: 217-782-1396 or e-mail publicaccess@atg.state.il.us. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.4(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC. You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

By:________________________________________
Freedom of Information Officer, Village of Lake in the Hills

Receipt of Payment
The charges listed above have been paid in full to the Village of Lake in the Hills related to the aforesaid request.

Signature: ________________________________________ Dated: ________________________
FORM 2

PROOF OF SERVICE

I, ________________________________, state that on this ______ day of ______________, __________, on or about the hour of _______ ___.m, I personally delivered the foregoing document entitled "APPROVAL OF REQUEST FOR PUBLIC RECORDS" by:

___ personally handing it to the person to whom it is addressed.

___ e-mailed to the person to whom it is addressed.

___ placing it in an envelope addressed to the person to whom it is addressed at the address to which it is addressed and depositing said envelope, with proper postage affixed, in the United States post office or mail box located at:

________________________________________________________________________

________________________________________________________________________

Signed: ________________________________

FORM 3

VILLAGE OF LAKE IN THE HILLS
ACKNOWLEDGEMENT OF RECEIPT/INSPECTION OF PUBLIC RECORDS

THE FOLLOWING IS TO BE COMPLETED UPON RECEIPT/INSPECTION OF DOCUMENTS

I, ________________________________, have received/inspected the documents listed in the foregoing document entitled "APPROVAL OF REQUEST FOR PUBLIC RECORDS". In the event that I have been denied the right to inspect or copy other public records, this acknowledgement shall in no way affect my right to appeal such denial.

Signature of Requestor ________________________________ Date ________________________________
VILLAGE OF LAKE IN THE HILLS  
McHENRY COUNTY, ILLINOIS  

NOTICE OF EXTENSION OF TIME TO RESPOND  
TO REQUEST FOR PUBLIC RECORDS  

To:  
________________________________  
________________________________  
________________________________  
________________________________  

On __________________________, the Village of Lake in the Hills received your written request for the inspection, copying, or certification of certain Village public records ("Your Request").  

I. Extension of Time to Respond  

Pursuant to Section 3(e) of the Illinois Freedom of Information Act, 5 ILCS 140/3 (e), the Village hereby notifies you that the time to respond to Your Request is extended for ________ Business Days as to all records identified in Section II below (the "Specified Records").  

Accordingly, the Village will respond to Your Request as it relates to the Specified Records on or before ______________, a date that is not more than 10 Business Days after the date on which Your Request was originally received by the Village.  

II. Specified Records  

This extension applies to the following public records included in Your Request:  

________________________________  
________________________________  
________________________________  
________________________________  

You will receive a separate response from the Village regarding Your Request as it relates to any public records that are not listed above.  

III. Justification for Extension  

This extension is necessary because:  

____ The Specified Records are stored in whole or in part at a location other than the office in charge of the requested Records.  

____ Your Request requires the collection of a substantial number of Specified Records.  

____ Your Request is couched in categorical terms and requires an extensive search for responsive records.  

____ The Specified Records have not been located in the course of routine search and additional efforts are being made to locate them.
The Specified Records require examination and evaluation by personnel having the necessary expertise and discretion to determine if they are exempt from disclosure under Section 7 of the Illinois Freedom of Information Act, 5 ILCS 140/7, or should be disclosed only with appropriate deletions.

The Specified Records cannot be complied within the time limits prescribed by the Act without unduly burdening or interfering with the operations of the Village.

Your Request requires consultation with another public body or among two or more bodies of the Village that have a substantial interest in the determination or the subject matter of your request.

The Specified Records cannot be produced within the time prescribed by the Act because:

__________________________________________________________
__________________________________________________________
__________________________________________________________

Dated: ______________________________

By: __________________________________________________
    Freedom of Information Officer, Village of Lake in the Hills

STATE OF ILLINOIS ) ) SS.
 ) )
COUNTY OF McHENRY ) )
PROOF OF SERVICE

I, ________________________________, being duly sworn on oath state that on this _______ day of
____________, _____, on or about the hour of _____ ___.m. I personally delivered or mailed the foregoing document
titled "NOTICE OF EXTENSION OF TIME TO RESPOND TO REQUEST FOR PUBLIC RECORDS" by:

___ Personally handing it to the person to whom it is addressed.

___ E-mailed to the person to whom it is addressed.

___ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is
addressed and depositing said envelope, with proper postage affixed, in the United States post office or
mail box located at:

____________________________________________
____________________________________________

Signed: ________________________________

______________________________
NOTICE TO MEET AND CONFER TO
NARROW CATEGORICAL REQUEST FOR
PUBLIC RECORDS TO MANAGEABLE PROPORTIONS

To: ____________________________________________
______________________________________________
______________________________________________
______________________________________________

On _____________________, the Village of Lake in the Hills received your written request for inspection, copying, or certification of the following categories of Village public records (the "Specified Records"):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

You are hereby notified that your request for the Specified Records has been determined to be unduly burdensome pursuant to Section 3(g) of the Illinois Freedom of Information Act, 5 ILCS 140/3(g-f), because the burden on the Village of providing the Specified Records outweighs the public interest in disclosure of the information contained in the Specified Records. Specifically, but without limitation, providing the Specified Records would be unduly burdensome to the Village in that:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

I hereby extend to you an opportunity to meet and confer with __________________ in an attempt to narrow your request to manageable proportions. Please call __________________ at (847) 960-7410 between 8:30 a.m. and 5:00 p.m., Monday through Friday, in order to schedule a conference.

If you do not take advantage of this opportunity to meet and confer, your request will be denied on the fifth Business Day after the date of this notice.

Dated: ____________________________

By: _______________________________

Freedom of Information Officer, Village of Lake in the Hills

STATE OF ILLINOIS )
) SS.
COUNTY OF McHENRY )
FORM 5

PROOF OF SERVICE

I, ________________________________, being duly sworn on oath state that on this ______ day of
______________, _____, on or about the hour of _____ __.m. I personally delivered or mailed the foregoing document
entitled "NOTICE TO MEET AND CONFER TO NARROW CATEGORICAL REQUEST FOR PUBLIC
RECORDS TO MANAGEABLE PROPORTIONS" by:

___ Personally handing it to the person to whom it is addressed.

___ E-mailed to the person to whom it is addressed.

___ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is
addressed and depositing said envelope, with proper postage affixed, in the United States post office or
mail box located at:

___________________________________

___________________________________

Signed: _____________________________
VILLAGE OF LAKE IN THE HILLS
McHENRY COUNTY, ILLINOIS

DENIAL OF REQUEST FOR PUBLIC RECORDS

To: ____________________________________________
    ____________________________________________
    ____________________________________________
    ____________________________________________

On _________________________________, the Village of Lake in the Hills received your written request for inspection, copying, or certification of certain Village public records (“Your Request”).

I. Denial of Request

After review, Your Request is hereby denied as to the following records (the “Specified Records”):

________________________________________________________________________________________
________________________________________________________________________________________
__________________________________________________________________________________________

II. Justification for Denial

Your Request is being denied with respect to the Specified Records because the Specified Records are exempt from disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., for the following reason or reasons (references are to sections of the Act):

___ To the Village’s knowledge the Specified Records do not exist.

___ Your Request, couched in categorical terms, is unduly burdensome because the burden on the Village of complying with Your Request outweighs the public interest in providing the Specified Records, and efforts to reduce Your Request to manageable proportions have been unsuccessful. § 3(g)

___ Your Request is unduly burdensome because you have repeatedly requested the Specified Records or similar public records and we have responded to or denied that request. § 3(g)

___ Disclosure is prohibited by Federal or State law or rules and regulations implementing Federal or State law. § 7(1)(a)

___ Disclosure of the specified records involves release of private information not otherwise required to be released. § 7(1)(b)

___ Disclosure of the specified records involves files, documents, and other data or databases maintained by one or more law enforcement agencies and specifically designed to provide information to one or more law enforcement agencies regarding the physical or mental status of one or more individual subjects. § 7(1)(b-5)

___ Disclosure of the Specified Records would constitute a clearly unwarranted invasion of personal privacy. § 7(1)(c)
Disclosure of the Specified Records would or could interfere with a pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement or correctional agency that is the recipient of the request; § 7(1)(d)(i)

Disclosure of the Specified Records would interfere with active administrative enforcement proceedings conducted by the Village; § 7(1)(d)(ii)

Disclosure of the Specified Records would create a substantial likelihood that a person will be deprived of a fair trial or an impartial hearing; § 7(1)(d)(iii)

Disclosure of the Specified Records would unavoidably disclose the identity of a confidential source, confidential information furnished only by the confidential source, or persons who file complaints with or provide information to administrative, investigative, law enforcement, or penal agencies; except that the identities of witnesses to traffic accidents, traffic accident reports, and rescue reports shall be provided by the Village, except when disclosure would interfere with an active criminal investigation conducted by the Village; § 7(1)(d)(iv)

Disclosure of the Specified Records would disclose unique or specialized investigative techniques other than those generally used and known or disclose internal documents of correctional agencies related to detection, observation or investigation of incidents of crime or misconduct and disclosure would result in demonstrable harm to the Village; § 7(1)(d)(v)

Disclosure of the Specified Records would endanger the life or physical safety of law enforcement personnel or any other person; or obstruct an ongoing criminal investigation by the Village. § 7(1)(d)(vi)

Disclosure of the Specified Records would obstruct an ongoing criminal investigation by the Village. § 7(1)(d)(vii)

The Specified Records are a law enforcement record created for law enforcement purposes and contained in a shared electronic record management system if the law enforcement agency that is the recipient of the request did not create the record, did not participate in or have a role in any of the events which are the subject of the record, and only has access to the record through the shared electronic record management system. § 7(1)(d)(viii)

The Specified Records relate to the security of correctional institutions and detention facilities. § 7(1)(e)

The Specified Records are requested by persons committed to the Department of Corrections, Department of Human Services Division of Mental Health, or a county jail if those materials are available in the library of the correctional facility or jail where the inmate is confined. § 7(1)(e)(v)

The Specified Records are requested by persons committed to the Department of Corrections, Department of Human Services Division of Mental Health, or a county jail if those materials include records from staff members’ personnel files, staff rosters, or other staffing assignment information. § 7(1)(e)(vi)

The Specified Records are requested by persons committee to the Department of Corrections, Department of Human Services Division of Mental Health, if those materials are available through an administrative request to the Department of Corrections. § 7(1)(e)(vii)

The Specified Records are requested by a person committed to the Department of Corrections, Department of Human Services Division of Mental Health, or a county jail, the disclosure of which would result in the risk of harm to any person or the risk of an escape from jail or correctional institution or facility. § 7(1)(e)(viii)
The Specified Records are requested by a person in a county jail or committed to the Department of Corrections or Department of Human Services Division of Mental Health, containing personal information pertaining to the person’s victim or the victim’s family, including, but not limited to, a victim’s home address, home telephone number, work or school address, work telephone number, social security number, or any other identifying information, except as may be relevant to a requester’s current or potential case or claim. § 7(1)(e-9)

Law enforcement records of other persons requested by a person committed to the Department of Corrections, Department of Human Services Division of Mental Health, or a county jail, including, but not limited to, arrest and booking records, mug shots, and crime scene photographs, except as these records may be relevant to the requester’s current or potential case or claim. § 7(1)(e-10)

The Specified Records are preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body. The exemption provided in this paragraph (f) extends to all those records of officers and agencies of the General Assembly that pertain to the preparation of legislative documents. § 7(1)(f)

The Specified Records contain trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested. § 7(1)(g)

The Specified Records constitute proposals or bids for a contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contractor agreement with the body, until an award or final selection is made. Information prepared by or for the body in preparation of a bid solicitation shall be exempt until an award or final selection is made. § 7(1)(h)

The Specified Records are valuable formulae, computer geographic systems, designs, drawings, and research data obtained or produced by any public body when disclosure could reasonably be expected to produce private gain or public loss. § 7(1)(i)

Disclosure of the Specified Records are Architects’ plans, engineers’ technical submissions and other construction related technical documents for projects not constructed or developed in whole or in part with public funds and the same for projects constructed or developed with public funds, including but not limited to power generating and distribution stations and other transmission and distribution facilities, water treatment facilities, airport facilities, sport stadiums, convention centers, and all government owned, operated, or occupied buildings, but only to the extent that disclosure would compromise security. § 7(1)(k)

The Specified Records are minutes of meetings of the Village closed to the public as provided in the Open Meetings Act until the Village makes the minutes available to the public under Section 2.06 of the Open Meetings Act. § 7(1)(l)

The Specified Records are communications between the Village and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies. § 7(1)(m)
The Specified records relate to the Village’s adjudication of employee grievances or disciplinary cases, however, this exemption shall not extend to the final outcome of cases in which discipline is imposed. § 7(1)(n)

Disclosure of the Specified Records would jeopardize the security of data processing operations, including but not limited to software, operating protocols, computer program abstracts, file layouts, source listings, object modules, load modules, user guides, documentation pertaining to all logical and physical design of computerized systems, employee manuals, and any other information that, if disclosed, would jeopardize the security of materials exempt under this Section. § 7(1)(o)

The Specified Records relate to collective negotiating matters between the Village and their employees or representatives, except that any final contract or agreement shall be subject to inspection and copying. § 7(1)(p)

The Specified Records relate to test questions, scoring keys, and other examination data used to determine the qualifications of an applicant for a license or employment. §7(1)(q)

The Specified Records, documents, and information relating to real estate purchase negotiations until those negotiations have been completed or otherwise terminated. The records, documents and information relating to a real estate sale shall be exempt until a sale is consummated. § 7(1)(r)

The Specified Records relate to pending or actually and reasonably contemplated eminent domain proceedings under the Eminent Doman Act, records, documents and information relating to that parcel shall be exempt except as may be allowed under discovery rules adopted the Illinois Supreme Court. § 7(1)(r)

The Specified Records are proprietary information and records related to the operation of an intergovernmental risk management association, self-insurance pool, or jointly self-administered health and accident cooperative or pool. Insurance or self insurance (including any intergovernmental risk management association or self insurance pool) claims, loss or risk management information, records, data advice or communications. § 7(1)(s)

The Specified Records contain or are related to examination, operating, or conditional reports prepared by, on behalf of, or for the use of a public body responsible for the regulation or supervision of financial institutions or insurance companies, unless disclosure is otherwise required by State Law. § 7(1)(t)

The Specified Records are information that would disclose or might lead to the disclosure of secret or confidential information, codes, algorithms, programs, or private keys intended to be used to create electronic or digital signatures under the Electronic Commerce Security Act. § 7(1)(u)

The Specified Records are vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks upon a community’s population or systems, facilities, or installations, the destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of the personnel who implement them or the public. Information exempt under this item may include such things as details pertaining to the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations. § 7(1)(v)
The Specified Records are the names, addresses, or other personal information of persons who are minors and are also participants and registrants in programs of park districts, forest preserve districts, conservation districts, recreation agencies, and special recreation associations. § 7(1)(ee)

The Specified Records are the names addresses, or other personal information of participants and registrants in programs of park districts, forest preserve districts, conservation districts, recreation agencies, and special recreation associations where such programs are targeted primarily to minors. § 7(1)(ff)

The specified Records the Public Body’s credit card numbers, debit card numbers, bank account numbers, Federal Employer Identification Number, security code numbers, passwords, and similar account information, the disclosure of which could result in identity theft or impression or defrauding of a governmental entity or a person. § 7(1)(kk)

Other: _________________________________________________________

III. Responsible Official

The Freedom of Information Officer is the official responsible for this denial.

IV. Notice of the Right to Appeal

You have the right to have a denial of your request reviewed by the Public Access Counselor (PAC) at the office of the Illinois Attorney General. 5/ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to: Public Access Counselor, Office of the Attorney General, 500 S. Second St., Springfield, IL 62706, Fax: 217-782-1396 or e-mail publicaccess@atg.state.il.us.

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.4(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

Dated: __________________________

By: ________________________________

Freedom of Information Officer, Village of Lake in the Hills

STATE OF ILLINOIS )
SS.
COUNTY OF McHENRY )
PROOF OF SERVICE

I, ________________________________, being duly sworn on oath state that on this _______ day of
___________, ______, on or about the hour of __________ m. I personally delivered or mailed the foregoing
document entitled "DENIAL OF REQUEST FOR PUBLIC RECORDS" by:

___ Personally handing it to the person to whom it is addressed

___ e-mailed to the person to whom it is addressed

___ Placing it in an envelope addressed to the person to whom it is addressed at the address to which it is
addressed and depositing said envelope, with proper postage affixed, in the United States post office or
mail box located at:

____________________________________________

____________________________________________

Signed: _____________________________
MISSION STATEMENT

The Village strives to protect the health, safety, welfare, and economic vitality of the citizens of the Village of Lake in the Hills through the provision of high quality services and programs. The Village President and Board of Trustees are charged with the creation of policies, laws, and regulations in the Village. In turn, the Village Administrator and Department Heads implement and administer the policies set forth by the Village President and Village Board. The Village Board is the most effective body by which public and private interests both inside and outside of the community can come together to plan for the future needs of the community. The planning process involves determining the direction, orderly growth, aesthetics, and delivery of high quality services as well as the best use of land for commercial, residential, leisure and open space purposes. The implementation of this Mission Statement is one of establishing priorities and considering the needs of the citizens of Lake in the Hills.

VILLAGE OFFICES & LOCATIONS

<table>
<thead>
<tr>
<th>Village Hall</th>
<th>Public Works</th>
<th>Police Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 Harvest Gate</td>
<td>9010 Haligus Road</td>
<td>1115 Crystal Lake Road</td>
</tr>
<tr>
<td>Lake in the Hills, IL 60156</td>
<td>Lake in the Hills, IL 60156</td>
<td>Lake in the Hills, IL 60156</td>
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<tr>
<td>847-960-7410</td>
<td>847-960-7500</td>
<td>847-658-5676</td>
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FREEDOM OF INFORMATION OFFICERS

• Nancy Sujet • Laura Pekovik • Mary Frake • Mark Smith

2020 STATISTICS

<table>
<thead>
<tr>
<th>Operating Budget</th>
<th>Employee’s</th>
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<td>$29,674.547</td>
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<tr>
<td></td>
<td>Part Time 11</td>
</tr>
<tr>
<td></td>
<td>Seasonal 71</td>
</tr>
</tbody>
</table>
Village of Lake in the Hills
Categories of Records

Following is a summary of the categories of records under our control. Requests for information under the Freedom of Information Act should be filed with the Freedom of Information Act Officer, 600 Harvest Gate, Lake in the Hills, IL 60156 or Fax: 847-960-7415.

- Municipal Code
- Ordinances and Resolutions
- Minutes – Board & Commission Meetings
- Agenda – Board & Commission Meetings
- Committee of the Whole Packets
- Contracts, Agreements and Leases
- Legal Notices
- Liquor & Tobacco Licenses
- Proclamations
- Newsletter
- Press Releases
- Building Permits
- Inspection Reports
- Plats of Survey
- Zoning Ordinance
- Subdivision Control Ordinance
- Zoning Maps
- Budget
- Invoices
- Water Billing
- Audits
- Business Licenses

Requests specific to the Police Department should be filed with the Freedom of Information Act Officer, 1115 Crystal Lake Road, Lake in the Hills, IL 60156 or Fax: 847-960-7552.

- Incident and Police Reports
- Traffic Accident Reports
Village of Lake in the Hills
Village Board and Commissions
January 1, 2020

Village Board

Village President - Russ Ruzanski
Village Clerk - Cecilia Carman
Village Trustee - Stephen Harlfinger

Parks & Recreation Board

Chairman - Diane Tredore
Board Members - John Andrea

Planning and Zoning Commission

Chairman - Joe DeMay
Commissioners - Suzanne Artinghelli
Brent Borkgren
Anna Siakel
Greg Walker
Michael A. Esposito Jr.
John Murphy

Police Commission

Chairperson - Dean DeSantis
Commissioners - Craig Bolton
Sharon Lawson

Police Pension Fund

Lawrence E. Howell
Stan Helgerson
Secretary – Carlo Coduto
Trustee - James Recchia
Bryan Wolf