

PUBLIC NOTICE

Freedom of Information Act (FOIA)

The Glenbrook Sanitary District complies with the Illinois Freedom of Information Act (5 ILCS 140).

FOIA Officer: Name: Kenneth Lopez

Title: FOIA Officer

Office Address: Not Available

Mailing Address: PO Box, Waukegan, IL 60079

Phone: 847.604.8280

Email: klopez@gsd.illinois.gov

How to Request Public Records:

FOIA requests may be submitted in writing by email to info@gsd.illinois.gov, or mail to PO Box, 504, Waukegan, IL 60079 to the FOIA Officer. In addition, FOIA requests may be submitted by completing the FOIA Request Application via email or mail.

Please include your name, contact information, and a detailed description of the records requested.

Response Time:

Non-commercial requests: Response within 5 business days.

Commercial requests: Response within 21 business days.

Extensions as allowed by law (5 ILCS 140/3(e)).

Fees:

- First 50 pages black & white copies: No charge
- Additional pages: \$0.15 per page
- Color/oversized copies: Actual cost

- Electronic records on media (if applicable): Actual cost
- Certified copies: \$1.00 per record

Certain records are immediately available on the District's website at www.gsd.illinois.gov at no cost, including:

- Board Meeting Agendas & Minutes
- Annual Budget & Appropriation Ordinances
- Annual Financial Statements
- Annual Consumer Confidence Report
- Annual District Tax Levy Requests
- Annual Water/Sewer Rate Adjustments
- Organizational chart

This notice is posted pursuant to 5 ILCS 140/4.