

GLENBROOK SANITARY DISTRICT

Freedom of Information Act (FOIA) Process

Public Access to Records

The Illinois Freedom of Information Act (FOIA) allows the public access to records maintained by local government with certain limitations (5 ILCS 140). The Board of Trustees has designated Kenneth Lopez as the Freedom of Information Officer. It is the policy of the District that all requests under FOIA be emailed or mailed to info@gsd.illinois.gov or PO Box 504, Waukegan, IL 60079.

The Glenbrook Sanitary District is committed to transparency and public access to government records in accordance with the Illinois Freedom of Information Act (5 ILCS 140).

The Illinois Freedom of Information Act provides members of the public with the right to inspect or obtain copies of public records maintained by the District, except for records specifically exempt from disclosure under state or federal law.

The Administration Department serves as the District's designated office for receiving and processing Freedom of Information Act requests.

Submitting a FOIA Request

All Freedom of Information Act requests must be submitted in writing and contain sufficient detail to enable District staff to identify and locate the requested records.

Written requests should include:

- The requester's name and contact information.
- A detailed description of the records being requested.
- Relevant dates, addresses, project names, departments, or other identifying information.
- An indication of whether the request is for a commercial purpose as defined under the Illinois Freedom of Information Act.

Requests may be submitted by mail or email to:

Glenbrook Sanitary District

Attn: Kenneth Lopez, FOIA Officer

P.O. Box 504

Waukegan, Illinois 60079

Email: info@gsd.illinois.gov

Additional information and downloadable FOIA request forms are available through the District website: www.gsd.illinois.gov

Occasionally some information may be denied pursuant to FOIA. You will be notified in writing if information is denied. You may discuss the denial with the FOIA Officer. You may also appeal any denial to the Illinois Attorney General. The FOIA Officer or the Illinois Attorney General can assist you in explaining the appeal process. Contact information for the Illinois Attorney General is as follows:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Phone: 877-299-3642
Fax: 217-782-1396
Email: public/access@ilag.gov

Response Time

The District will respond to non-commercial requests within five (5) business days after receipt of a properly submitted request, as required by Illinois law.

In certain circumstances permitted by statute, additional time may be necessary to locate, review, or compile responsive records. If an extension is required, the requester will be notified in writing and provided with the reason for the extension.

Commercial requests will be processed in accordance with Section 3.1 of the Illinois Freedom of Information Act. The District will respond to commercial requests within twenty-one (21) working days after receipt.

Fees

The Glenbrook Sanitary District assesses copying fees in accordance with the Illinois Freedom of Information Act.

- The first fifty (50) pages of standard black-and-white copies are provided at no charge.
- Additional black-and-white copies measuring 8.5" x 11" or 11" x 17" will be charged at a rate of \$0.15 per page.
- Electronic records, when available, may be provided electronically to minimize copying costs.
- Fees for oversized documents, color copies, or specialized reproduction services may be assessed as authorized by law.

Payment, when required, must be received before records are released.

Frequently Requested Records

Many District records are available without the need for a formal FOIA request. These records include, but are not limited to:

- 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

The District encourages residents and interested parties to review these materials before submitting a formal records request.

Denial of Requests

If a request is denied in whole or in part, the District will provide written notice identifying the applicable statutory exemption or legal basis for withholding the records.

Requesters have the right to seek review of a denial through the Illinois Public Access Counselor or through the courts as provided by law.

Contact Information

Glenbrook Sanitary District
Administration Department
P.O. Box 504
Waukegan, Illinois 60079
Email: info@gsd.illinois.gov
Website: www.gsd.illinois.gov

Note: Glenbrook Sanitary District does not have a physical office where business is conducted. All District business is conducted via email or by calling 847-604-8280.