



Guidelines for Submitting a Request for Public Records Under the Freedom of Information Act

Winnetka will respond to written requests for inspection, copying or certification of public records in accordance with the Illinois Freedom of Information Act, 5 ILCS 140. Under the Act, the Village must disclose all requested public records except: 1) public records that would, if disclosed, violate individual privacy; 2) public records whose production would disrupt the duly undertaken work of the Village; and 3) public records that are specifically exempted from disclosure by the Act or other applicable law.

I. Guidelines for FOIA Submission:

1. Submit the Freedom of Information request in writing, describing in detail the public records that you wish to inspect or have copied or certified. A FOIA request form for your convenience and an Index of Public Records is available at Winnetka Village Hall, and on the Village's website, www.villageofwinnetka.org.
2. The request may be submitted to the public body on the Village website, in person or via mail, e-mail or fax to:

Winnetka Village Hall
Attn: FOIA Officer Josie Clark
510 Green Bay Rd.
Winnetka, IL 60093
www.villageofwinnetka.org
Fax: 847-501-3492
JClark@winnetka.org

3. Within 5 business days of receipt of the Request, the Village will respond to the Request in writing. Responses to requests for commercial purposes are due within 21 days of receipt. In counting the number of days allowed for response, the day on which the request is received is not included. If additional time is required to fulfill the request, as provided by law, all extensions will be in writing and state the reason(s) for the extension and the date when a response will be provided. Supplemental, amended or additional requests to inspect public records are considered new requests for purposes of determining applicable time periods.
4. In the event the Request is denied, the Requestor has the right to request a review of the decision by the Public Access Counselor of the Illinois Attorney General's office in writing within 60 days after the date of denial, or file suit in the Circuit Court of Cook County for injunctive or declaratory relief (5 ILCS 140-11). A request for review by the Public Access Counselor should be sent to: Public Access Bureau, 500 S. 2nd Street, Springfield, IL 62706; 217-558-0486; publicaccess@atg.state.il.us.

II. Reproduction and Certification Fees

In-house copying	
Black & White, 8½" x 11" (per side)	\$0.15
Black & White, 8½" x 14" (per side)	\$0.15
Black & White, 11" x 17" (per side)	\$0.50
Color, 8½" x 11" (per side)	\$0.50
Color, 8½" x 14" (per side)	\$1.00
Color, 11" x 17" (per side)	\$1.00
Out-sourced copying	Actual Cost
Oversize documents (plats, etc.)	Actual Cost
CD-ROM (per disk)	\$5.00
DVD recordings of meetings (per DVD)	\$20.00
Traffic Accident Reports	\$5.00 each (set by statute, 625 ILCS 5/11-416)

**FREEDOM OF INFORMATION ACT
REQUEST FOR PRODUCTION OF PUBLIC RECORD**

The Freedom of Information Act exempts certain records from full or partial disclosure under certain circumstances. After the Village reviews your request consistent with these requirements, you will receive a response advising that you may either inspect the records, obtain a copy of the requested records after payment of the copying fee, or that your request has been denied (in part or in full) with information indicating the reason(s) for the denial. See *Village of Winnetka Guidelines for Submitting a Request for Records*.

1. I hereby request the right to inspect, or obtain copies of, the following public records of the Village: ***Describe in detail records requested and information you are seeking. Include applicable time periods. If necessary, attach a separate sheet.***

Records Requested from:

- Community Dev. Public Works Police Dept. Fire Dept. Finance Dept. Water & Electric Administration

Form of Records:

- Inspection only Paper Electronic (provide fax number or e-mail address)

2. _____ Check here if request is for a commercial purpose. A commercial purpose means the use of any part of the public records or information derived from the records in any form, for sale, resale, or solicitation or advertisement for sales or services.
3. I agree to pay the charges for reproducing the documents as outlined in the *Guidelines for Submitting a Request for Records*. If the services of an outside vendor are required to copy any public record, I agree to pay the charges that the Village incurs in connection with such copying fees (fees may be payable in advance).

Printed Name

Representing (if other than self)

Address

Daytime telephone

City, State, ZIP

Signature

4. _____ Waiver of fees requested: a waiver of fees may be granted if the request is in the public interest and not for personal or commercial benefit. Please provide enough information so that we are able to determine whether or not to grant a fee waiver.

FOR VILLAGE USE ONLY

Received by: _____ Date: _____ Response due: _____

Copying charges waived: _____ Comments: _____

Winnetka and the Illinois Freedom of Information Act

FOIA request packets are available online at www.villageofwinnetka.org.

Winnetka is a home-rule municipality that operates with a council-manager form of government. A seven-member Village Council, elected by residents, sets policy and determines local laws and ordinances. The Council appoints a Village Manager to carry out these policies and manage the day-to-day operation of public services.

The Village is home to tree-lined streets, excellent schools, neighborhood parks and four distinctive pedestrian-scaled commercial districts, nestled along the Lake Michigan shore 17 miles from downtown Chicago. Winnetka was designed so that its residents could walk to trains, schools, parks and shops, and much of Winnetka's charm flows from this pedestrian orientation, an attribute that distinguishes Winnetka from many suburbs in the Chicago area.

Total Cash Operating Expenses: \$60,441,100

Total Employees: Full-time: 150; Part-time: 17

Location of Village Offices:

Village Hall
510 Green Bay Rd.
Winnetka, IL 60093
Ph: 847-501-6000
Fax: 847-501-3180

Public Works
1390 Willow Rd.
Winnetka, IL 60093
Ph: 847-716-3568
Fax: 847-716-3599

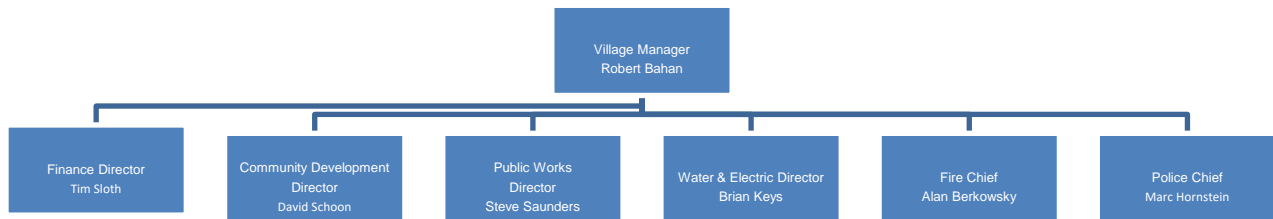
Water & Electric
East Tower Rd.
Winnetka, IL 60093
Ph: 847-716-3588
Fax: 847-716-3599

Fire Department
428 Green Bay Rd.
Winnetka, IL 60093
Ph: 847-501-6029
Fax: 847-446-7989

Police Department
410 Green Bay Rd.
Winnetka, IL 60093
Ph: 847-501-6034
Fax: 847-716-3466

FOIA Officer: Josie Clark; 847-716-3545; JClark@winnetka.org

Village of Winnetka Functional Subdivisions



VILLAGE OF WINNETKA

FREEDOM OF INFORMATION ACT

PUBLIC RECORDS STORED BY MEANS OF ELECTRONIC DATA PROCESSING

The Village of Winnetka stores and maintains electronic data and engages in electronic data processing. Section 5 of the Illinois Freedom of Information Act, 5 ILCS 140/5 provides:

Each public body shall furnish upon request a description of the manner in which public records stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

If requested public records are stored by means of electronic data processing, then the Village will reproduce copies of the records in the format specified by the Requester, if feasible. If the Requester lacks knowledge of computer language or the printout format, the Requester may contact the FOIA Officer who will, to the extent reasonable and feasible, attempt to assist the Requester, which assistance may include:

- Providing the Requester a list of formats to which the Village can convert the records to better allow the Requester to understand the electronic data;
- Providing the Requester a key or brief summary of the format of the record to assist the Requester in understanding various data codes;
- Providing the Requester a printout format that is on paper that is larger than 8 ½ x 11 inches;
- Converting the electronic data to another format that may be easier to understand and/or manipulate by the Requester; and
- Meeting with the Requester to assist the Requester in comprehending the electronic data.

Requests and questions concerning public records stored by means of electronic data processing may be directed to:

Winnetka Village Hall
510 Green Bay Rd.
Winnetka, IL 60093
www.villageofwinnetka.org
Fax: 847-501-3492
JClark@winnetka.org

**TYPES AND CATEGORIES OF RECORDS UNDER THE CONTROL OF
THE VILLAGE OF WINNETKA PURSUANT TO 5 ILCS 140/5
LISTED ALPHABETICALLY BY DEPARTMENT AND/OR DIVISION**

FINANCE DEPARTMENT

<p>Accidents with Village Equipment Accounts Receivable Agreements & Contracts with Various Agencies Annual Budget Workpapers Annual Financial Report Audit Reports & Workpapers Bank Reconciliations Bond & Note Records Budget Files Cancelled Checks Cash Receipts (by date) Check Registers Chart of Accounts County Gasoline Tax Returns Correspondence (Alphabetically) Employee Earnings & Withholdings Federal & State Grant Records FICA Reports General Administration Files General Ledger Income & Expense Statements Information Technology Procedures Insurance Claims & Policies Investment Schedules</p>	<p>Journal Entries Miscellaneous Administrative Files Monthly Financial Statements Monthly Trial Balances Paid Warrant Register (by Vendor) Parking - System Information Parking – Lease & Permit Records Payroll Classification Plan Payroll Distribution Files Pensions (Employee) – Illinois Municipal Retirement Fund Police & Fire Pension Files Purchasing – Bid & Contract Files Purchase Order Copies Purchase Order Requisitions (by Vendor) Safety Committee Sick Leave & Vacation Accumulation State Motor Fuel Tax Returns State Utility Tax Returns Tax Levy Ordinances Unpaid Invoices Utility Adjustments Utility Billing Records Utility Connect & Disconnect Orders Utility Consumer Deposits Utility Rate Schedules Vehicle Expense Distribution Vendor Master List Warrant Lists</p>
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COMMUNITY DEVELOPMENT

<p>Annexation Files Comprehensive Plan Design Review Board Case Files: Awnings, Signs & Certificates of Appropriateness Design Guidelines Membership List Minutes & Agendas Easements Floodplain Development Permits Landmark Preservation Commission Case Files: Demolition Permits Landmark Designations Minutes & Agendas Membership List Misc. Information on Historic Preservation Plan Commission Case Files: Planned Developments, Special Uses, Subdivisions Membership List Minutes and Agendas</p>	<p>Permits & Inspections: Building, Electrical, Mechanical, Plumbing, Signs, Fences, Impermeable Surfaces, Demolition, Miscellaneous Periodicals; Census Information; Miscellaneous Maps of the Village & Surrounding Area Permanent Parcel Number Files Plats of Survey Reports, Projects & Studies Restaurant Inspections Site Plans Subdivision and Consolidation Plats Village-Owned Parcels: Acquisition & Disposition Records Violations: Property Maintenance, Building Code, Nuisance Code Zoning Board of Appeals Case Files: Planned Developments, Special Uses, Zoning Variations Membership List Minutes & Agendas Zoning Certificates Zoning Ordinance & Maps: Current & Previous Versions Easements</p>
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VILLAGE MANAGER/VILLAGE CLERK'S OFFICE

<p>Active/Inactive Discrimination Files Agreements & Contracts Annexations Board of Fire & Police Commissioners Files Rules & Regulations Minutes & Agendas Citizen Inquiries Correspondence Files Council Executive Session Audio Tapes Council Meeting Agendas Deferred Compensation Disciplinary Rules & Procedures Drug & Alcohol Compliance Testing Files Economic Disclosure Statement Lists Election Files EEOC/Affirmative Action Coordination EEO-4 Reports Employment Applications & Records Employee Assistance Program Employee Benefits & Insurance Employee Personnel Files, Active & Retirees Employment/Hiring Procedures Employee Medical Files Employee Performance Evaluations Human Resources Forms Illinois Municipal Retirement Files Job Descriptions FOIA Requests & Denials Legal Actions/Litigation Lists of Boards & Commissions Metra Files Oaths of Office</p>	<p>Ordinances & Resolutions Permits Personal & Confidential Personnel Information Personnel Grievances Personnel Rules & Regulations Police & Fire Eligibility Lists Police & Fire Test Files Proclamations Record of Discrimination Charges Research/Legal Opinions Salary Administration Salary Surveys Special Reports & Studies Topic Files Unemployment Compensation Union Contracts & Negotiations Files Village Seal Village Code & Revisions Village Code Books Village Council Membership List Minutes & Agendas Village History Files & Books Winnetka Fire Pension Board Membership List Minutes & Agendas Winnetka Police Pension Board Membership List Minutes & Agendas Winnetka Board of Fire & Police Commissioners Membership List Minutes & Agendas Winnetka Report Files Workers' Compensation Files</p>
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WATER & ELECTRIC DEPARTMENT

<p>Distribution Equipment Information Transformers (Pad mounted/overhead) Switchgear Underground & overhead conductors Electric Service Outage history Equipment Electric Plant (725 Tower Road) Generating units (reciprocating diesel engines & turbine) Fire Hydrant Type Painting maintenance Illinois Municipal Electric Agency energy purchases Northfield Substation Plant Load Center</p>	<p>Potable Water Backflow Preventers/RPZ Street Lighting Substation Equipment South Load Center Water Plant (735 Tower Road) Water production & treatment Storage (Clearwell, Reservoir) Water Main Break history Equipment Water Service Files Installation Leak History Type of Service line (lead, copper, ductile iron, cast iron)</p>
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FIRE DEPARTMENT

Blood-borne Pathogens Budget Burn Permits Construction Contracts Correspondence CPR & Underwater Rescue Daily Logs False Alarms Fire & Ambulance Reports Fire Investigation Fire Pension Files Fire Prevention Inspection HAZMAT	Hydrant/Hose Records Incident Reports Medical Billing Payroll Public Education Red Center Files Resolutions Small Tools SOG's & Directives Subpoenas Training Files Training Materials Underground Storage Tanks
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POLICE DEPARTMENT

Administrative Correspondence Files Administrative Hearings Records Alarm Status Cards Animal License Records Arrest Case Reports/Case Files Arrest Logs Arson Investigation Bicycle Licenses Bond Receipts Case Photos/Negatives Court Transfer Listings Police Blotters/Bulletins Expungement Orders Housewatch list Incident Reports Investigation Case Files Juvenile Case Reports	Liquor Licenses & Applications Local Liquor Control Commission Hearings/Reports Lost & Found Animal Log Municipal Tickets Overnight Parking Permission Parking Tickets Police Pension Files Premise Alert Program Applications Raffle License & Applications Receipts/Receipt Books Solicitor Permits Special Event Permits Ticket Book Sign Out Logs Traffic Tickets Traffic Crash Reports Vehicle License Printouts Warrant Files
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PUBLIC WORKS DEPARTMENT

Army Corps of Engineers Files Beautification Projects Bridges Consultants Contracts Drainage Engineering Environmental & Forestry Commission Member List Meetings & Agendas Floodplain Forestry & Parkway Trees Illinois Department of Transportation Files Inspections & Site Visits Landfill Metropolitan Water Reclamation District Files Motor Fuel Tax Municipal Buildings	Railroad Files Recycling Solid Waste Agency of Northern Cook County information Storm Sewers Safety – School Crossings Sanitary Sewers Signs Speed Humps Speed Limits State Routes State Maintenance Street & Sidewalk Programs Telecommunication Traffic Accidents Traffic Signals Traffic Surveys & Counts Vehicle Inventory
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