

HOW TO FILE A FREEDOM OF INFORMATION ACT REQUEST WITH THE VILLAGE OF HOMEWOOD

The following are instructions on how to file a Freedom of Information Act (FOIA) request with the Village of Homewood:

1. Please make your request for records in writing by utilizing the form provided. You may submit your request by mail or fax to:

FOIA Officer – Dennis Bubenik
Director of Finance
Village of Homewood
2020 Chestnut Road
Homewood, IL 60430
Fax: (708) 206-3496

2. Please be **as specific as possible** when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. To the extent that you wish to ask questions, you may call the Village Hall at (708) 798-3000 to be directed to the proper person.
3. Please tell us whether you would like copies of the requested records or whether you wish to examine the records in person.
4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a **15 cent-per-page** charge. For other sizes/forms of records, fees will be based on actual cost of document being provided.
5. Please include your name, preferred telephone number(s), mailing address and, if you wish, your electronic mail address.

FOIA requests will be in compliance with Public Act 96-0542 and the response time will be within 5 business days after the receipt of the request. If the request cannot be fulfilled due to reasons listed in ILCS 140/3 (e), the response can be extended for no more than 5 business days unless agreement is reached in writing between the Village of Homewood and the requester. Day 1 is considered to be the day **after the receipt of the request. Response for commercial purposes will have a 21 business day response time.*

***If you believe you have been improperly denied your FOIA request, a Request for Review should be submitted to the Public Access Counselor in the Office of the Attorney General, 500 S. 2nd Street, Springfield, IL 62706.*