

**FREEDOM OF INFORMATION POLICY
VILLAGE OF ELK GROVE VILLAGE**

It is the policy of the Village of Elk Grove Village to fill all requests for public documents in as timely a fashion as possible.

In order to assist and have a record of your request, we ask that all requestors complete a Freedom of Information form available in the Village Clerk's Office.

Requests can be made in-person, by letter, or by fax.

It may take a few days to assemble the documents requested. The maximum time to produce the information, by law, is seven (7) days.

In very rare cases, you will be notified, in writing or by phone, if an extension will be needed.

Copies can be obtained at \$0.25 per page. Microfilm or computer printouts are \$0.50 per page. Certification of documents is \$0.50 per document.

Not all records are in the Village Clerk's Office. If located in other departments your request will be forwarded to that department, who, in turn, will contact you by phone when the information is available.

Some information may be denied. This notification will be in writing. There is an Appeals Process available to you. The Village Clerk will forward your appeal request to the Village Manager for review.

As an alternative, approved Village Board Meeting Minutes, Ordinances and Resolutions are available on the Village Web Site and copies have been filed at the Schaumburg and Elk Grove Village Libraries.

ANN I. WALSH, VILLAGE CLERK

Ph 847/357-4040, Fax 847/357-4008, Web site: www.egv.illinois.gov*