

1. Description of the methods by which the public may request information and public records:
  - Requests for inspection and/or copying of public records shall be made in writing and directed to the Village. Written requests may be submitted to a public body via personal delivery, mail, email, or other means available to the public body.
  - The Village will not accept any oral request for inspection or copying.
  - A [form](#) for making a written request is available at the Village Hall, 69 S. Circle Ave., Port Barrington, IL, 60010. The Village does not require that a request be submitted on this [form](#).
  - The requester need not specify the purpose for a request, except the requester shall specify whether or not the public records are requested for a commercial purpose.
  - The Village may decide to grant a request for a fee waiver, if made by the requester.
2. Public records will be made available by the Village FOIA Officer named below, for inspection and copying, at the Village Hall, 69 S. Circle Ave., Port Barrington, IL, 60010 during regular business hours, Monday through Friday (except Holidays), between 9:00 a.m. and 4:30 p.m., closed from 12:00 p.m. to 1:00 p.m. daily.
3. [Treasurer Lamb](#), [Clerk Schroeder](#), are the Village's Freedom of Information Officers. Each may be contacted at 69 S. Circle Ave., Port Barrington, IL 60010. Telephone Number: 847-639-7595 x1.
4. The Village charges \$.15 per page for copies of public records. The first 50 pages of public records (black and white, letter or legal-sized copies) are provided to the requester free of charge in accordance with 5 ILCS 140/6. Other guidelines regarding copying and inspection of public records, and fees, are as follows:
  - When a person requests a copy of a record maintained in an electronic format, the Village shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the Village shall furnish it in the format in which it is maintained by the public body, or in paper format at the option of the requester. The Village may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium. The Village will not charge the requester for the costs of any search

for and review of the records or other personnel costs associated with reproducing the records. Except to the extent that the General Assembly expressly provides, statutory fees applicable to copies of public records when furnished in a paper format shall not be applicable to those records when furnished in an electronic format.

- For any copies in color or in a size other than letter or legal (if such can be provided), the Village will charge its actual cost for reproducing the records. In calculating its actual cost for reproducing records or for the use of the equipment of the public body to reproduce records, the Village does not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records. Such fees shall be imposed according to a standard scale of fees, established and made public by the body imposing them. The cost for certifying a record shall be \$1.00.
- Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. For purposes of this subsection, “commercial benefit” shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public. In setting the amount of the waiver or reduction, the Village may take into consideration the amount of materials requested and the cost of copying them.