

# Freedom of Information Act

## Freedom of Information Act (FOIA) - Inspection of Public Records Procedures.

The Freedom of Information Act, 5 ILCS 140/1 et seq., is the Illinois Statute governing the inspection of public records. This Act provides for public inspection of records in the possession of the Northwest Central Dispatch System. Exemptions are also provided to insure the confidentiality of certain records.

### To Obtain Information:

When possible, requests for information should be in writing on the form provided by the System. [Click Here](#) for the Freedom of Information Act Request form and other FOIA documents located in our Document Center. The request can be mailed, faxed, e-mailed or delivered in person to the System. Unless the requested information falls within an exemption or the volume of information requested is unduly burdensome, the information will be provided for inspection or copying. Certified copies are available on request.

The System will respond to requests for information within 5 business days (a business day is Monday through Friday and does not include Saturday, Sunday or legal holidays) for non-commercial requests and within 21 business days for commercial requests (Commercial requests are requests where the information requested will be used, in any form, for sale, resale, or solicitation or advertisement for sales or services). The response will be one of the following:

1. Grant the request
2. Deny the request
3. Notice that the request is unduly burdensome
4. Request additional time to respond and provide reasons for delay and date when response will be provided
5. Grant in part and deny in part
6. Notice of intent to deny as personal information or a preliminary draft
7. Notice that the System does not maintain the information requested

When requests are denied in whole or in part, the requester may appeal the decision. Appeals should be made within 60 days in writing, signed by the requester, should include a copy of the FOIA request and any responses from the System and must be addressed as follows:

- By US Mail:  
Public Access Bureau Office of the Attorney General  
500 S. 2nd Street  
Springfield IL 62706
- By e-mail:  
[publicaccess@atq.state.il.us](mailto:publicaccess@atq.state.il.us)

### Categories of Records that may be obtained without a FOIA Request:

- Board and Executive Committee Meeting Agendas
- Board and Executive Committee Meeting Minutes
- Annual Budget
- Annual Audit Report

## Fees

All requests obtained through the Freedom of Information Act shall be subject to the following fees:

- 8-1/2" x 11" and 8-1/2" x 14" copies up to 50 pages: No Fee
- 8-1/2" x 11" and 8-1/2" x 14" copies over 50 pages: \$0.15
- CD: \$1.00
- DVD: \$1.00

All requests requiring outside duplication services will be charged at actual cost for the duplication.

*Prices are subject to change without notice.*

### FOIA Officer for the Northwest Central Dispatch System:

Patrick Dollard, Assistant Director  
1975 E. Davis Street  
Arlington Heights, IL 60005  
Phone: 847.398.1130  
Fax: 847.590.3369  
Email: [pdollard@nwcds.org](mailto:pdollard@nwcds.org)

Information about our purpose, functional subdivisions, budget, office location and staffing can be found at:  
<http://www.nwcds.org>



NORTHWEST CENTRAL DISPATCH SYSTEM  
 1975 E. Davis Street  
 Arlington Heights, IL 60005

FREEDOM OF INFORMATION ACT, 5 ILCS 140/1 et seq., REQUEST FORM

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

If you are willing to have records sent electronically when possible, please provide an  
 E-mail Address: \_\_\_\_\_

Records Requested:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check whether request to:     Inspect                       Receive a Copy                       Receive Certified Copy

Is this request for a commercial purpose (the information requested will be used, in any form, for sale, resale, or solicitation or advertisement for sales or services)?

YES                       NO

---

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Response Due:            Non-Commercial ~ 5 Business days after receipt: \_\_\_\_\_  
                                   Commercial ~ 21 Business days after receipt: \_\_\_\_\_

Employee/Department accepting request: \_\_\_\_\_

NWCDS' Response: Date of Response \_\_\_\_\_

Granted             Denied             Granted in Part/Denied in Part             No Records

Additional Time Requested: \_\_\_\_\_