

Freedom of Information Act Packet

The mission of the Village is to provide responsive and effective municipal services toward the goal of maintaining a good quality of life for residents and businesses within the community.





OFFICE OF VILLAGE CLERK EIRA L. CORRAL

2121 W. Lake Street
Hanover Park, IL 60133
630-823-5602
Fax 630-823-5786

**FREEDOM OF INFORMATION ACT
FOIA PACKET**

The Village mission statement guides policy decisions:

The mission of the Village is to provide responsive and efficient municipal service toward the goal of improving the quality of life for residents and businesses within the community. Paramount are public safety services including police protection, fire suppression and emergency medical response. Also, a core mission is protection and maintenance of public assets including infrastructure and buildings. The Village is dedicated to assuring that resources are used efficiently toward the achievement of its mission.

Total Operating Budget:

\$26,817,845

Name/Address of Offices:

Municipal Center, 2121 Lake Street, Hanover Park, Illinois 60133
Fire Station #1, 6850 Barrington Road, Hanover Park, Illinois 60133
Fire Station #2, 3855 County Farm Road, Hanover Park, Illinois 60133
Police Headquarters 2011 Lake Street, Hanover Park, Illinois 60133

Number of Employees:

Full-Time: 195
Part-Time: 44

Where to Obtain an FOIA Record Request Form:

A FOIA request may be obtained at the Village Clerk’s Office, Finance counter, Police lobby, or Manager’s Office. It may also be obtained on the Village’s website (www.hpil.org). All requests must be in writing. The FOIA officer shall, promptly, either comply with or deny a request for public records within 5 business days after its receipt of the request, unless the time for response is properly extended under FOIA. The FOIA officer shall respond to a request for records to be used for a commercial purpose within 21 working days after receipt.

FOIA Officer(s):

Village Clerk, Eira L. Corral
2121 Lake Street, Hanover Park, Illinois 60133 vhpfoia@hpil.org

Freedom of Information Act Fee Schedule:

Service	Fee
Under 50 pages black and white, legal or letter-sized copies	\$0.00
Over 50 pages black and white, legal or letter-sized copies	\$0.15/page
Color, legal or letter-sized copies	\$0.20/page
Copies in sizes other than letter or legal	Will be charged fees to reimburse the actual cost of copying
Electronic format requests	The Village will furnish the document in electronic format when feasible and charge for the cost of purchasing the medium.
Certifying a document	\$1.00



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**FREEDOM OF INFORMATION ACT
 Record Request Form**

If you do not use this form for requests for inspecting or copying of Public Records pursuant to the Freedom of Information Act, you must provide your request in writing.

Name of Requestor		Requestor Phone Number	
Requestor Address		City/State/Zip	
Requestor Email			

Please provide the information below completely to determine the record requested.

Describe the Public Record You Are Requesting:		
Date of Incident		Report Number
Address of Incident		
Full Name of Person(s) Involved	Relation to the Requestor	Date of Birth
1.		
2.		

Do you want copies made?
 No, please forward to the email above or schedule an inspection of records.
 Yes. Please note that a fee may be applied and paid prior to the release of any copies. Refer to the fee schedule to determine applicable fees.

Will you use part or all of the records: to sell, to solicit, or advertise for sales, services, or commercial purposes? Yes No

Are you any of the following: news, not-for-profit, scientific or academic institution?
 Yes No

Date: _____ Signature of Requestor: _____

OFFICE USE ONLY

FORWARD TO THE FOIA OFFICER IMMEDIATELY UPON RECEIPT. NOTE DATE RECEIVED.

Request received: __/__/__	FOIA Office received: __/__/__	Approved By: _____
By: _____	Period for response expires: __/__/__	Copies: _____ Amt. Due: _____
Dept.: _____	Route to: _____/_____/____	Denied: __/__/__ By: _____
	Route to: _____/_____/____	Denial Ltr. Sent: __/__/__

Village of Hanover Park – Table of Organization

