

**CHAPTER ONE - GENERAL PROVISIONS**

**1.06 FREEDOM OF INFORMATION**

It is the policy of the Board of Trustees of the Glenside Fire Protection District to permit access to and copying of public records in accordance with the Illinois Freedom of Information Act, balanced, however, by the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the District. The Fire Chief shall ensure that the District complies with the Act through execution of the District's regulations adopted pursuant to this policy. A copy of this policy shall be posted on the District's website.

**LEGAL REF.: 5 ILCS 140/1 *et seq.***

**ADOPTED: June 9, 2020**

**CHAPTER ONE - GENERAL PROVISIONS**

**AR1.06 FREEDOM OF INFORMATION**

**A. Introduction**

**1. Brief Description of the District**

Glenside Fire Protection District, DuPage County, Illinois, is a fire protection district organized pursuant to the Illinois Fire Protection District Act (70 ILCS 705/1 *et seq.*) to provide fire protection and other emergency services to the residents of the District. The District's operating budget is comprised of tax collections for both fire and ambulance services along with grants, donations, and other misc. forms of revenue. The District's fire station is located at 1608 Bloomingdale Road, Glendale Heights, Illinois 60139-2657. The District's website can be found at [www.glensidefire.org](http://www.glensidefire.org).

The District employs approximately twenty (20) full-time employees and twenty (20) part-time employees.

The Board of Trustees consisting of the following positions governs the District:

President  
Treasurer  
Secretary

The District's Board of Fire Commissioners consists of the following positions:

Chairman  
Secretary  
Commissioner

The Firefighters' Pension Board consists of the following five positions:

President (elected by the board members)  
Secretary (elected by the board members)  
  
Appointed Trustee (two members, appointed by the District)  
Elected Trustee (two active and one retired member, elected by the membership)

The Firefighters' Foreign Fire Insurance Tax Board consists of the following positions:

Chairman  
Treasurer  
Secretary  
Trustee (three positions)

2. **Brief Description of the Method to Request Information**

All public requests for information and/or records will be processed through the administrative offices of the District, located at 1608 Bloomingdale Road, Glendale Heights, Illinois 60139. These requests shall be directed to the FOIA Officer of the District pursuant to the District's administrative regulations at the address noted above. The current FOIA Officer is Laura Haiden and the alternate is Fire Chief Russell Wood. If a record is available on the District's website, the District will provide a requester with directions on how to access the record electronically. The first fifty (50) black and white copies are free. Thereafter, each page will be charged \$0.15 per page. Electronic, color, or oversized copies will be charged at the actual cost to the District of reproduction. Each certified record shall cost \$1.00. The cost for a photo disk is \$2.00.

For any additional information, the administrative office is open Monday through Friday, 8:00 a.m. to 4:30 p.m. The telephone number is (630) 668-5323.

**B. Public Access to Records**

1. **Generally**

The District shall make available its public records to any person requesting access pursuant to the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) (the "Act"), as well as other applicable law. The District shall not provide access to public records or portions thereof that are exempt from disclosure under Section 7 of the Act (5 ILCS 140/7) or as provided by other applicable law.

2. **Nonexempt Materials Contained in Exempt Records**

The District shall delete any information which is exempt from disclosure under Section 7 of the Act (5 ILCS 140/7) from a public document which contains nonexempt material, and make the remaining information available for inspection and copying.

3. **Denial of Request for Public Records; Appeal**

- a. Any person denied access to inspect or copy any public record may appeal the denial by sending a written notice of appeal to the Public Access Counselor (PAC) established in the Office of the Attorney General not later than sixty (60) days after the date of final denial. (5 ILCS 140/9.5).

**C. General Materials Available**

The following information will be made available to the public:

1. **List of all Types or Categories of Records Under the District's Control**

a. **Financial records**

- Budget
- Levy resolution and certificate of tax levy
- Audit
- Bills
- Account Receivables
- Account Payables
- Labor agreements

b. **General Records**

- Board minutes
- Board resolutions and ordinances
- Bidding specifications
- Board policies and administrative procedures
- Administrative guidelines
- Personnel names, salaries, titles and dates of employment
- Office equipment
- Insurance
- Capital equipment
- Real estate
- Legal notices
- Application for contracts, permits, grants or agreement
- Consulting contracts
- Contracts for capital equipment
- Contracts for office supplies
- Contracts for maintenance and repair
- Number of employees
- Fire Prevention Bureau
- Fire Reports
- EMS Reports

2. **Organizational Chart, Map of the District and Description of the District (See Appendix A)**

D. **Freedom of Information Act Officer**

1. **Designation of Freedom of Information Officer(s)**

The District shall designate one or more officials or employees to act as its Freedom of Information Officer or Officers.

2. **Duties**

Except in instances when records are furnished immediately, Freedom of Information Officers, or their designees, shall receive requests submitted to the District under this Act, ensure that the District responds to requests in a timely fashion, and issue responses under this Act.

Freedom of Information officers shall develop a list of documents or categories of records that the public body shall immediately disclose upon request.

Upon receiving a request for a public record, the Freedom of Information officer shall:

- a. Note the date the District receives the written request;
- b. Compute the date on which the period for response will expire and make a notation of that date on the written request;
- c. Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and
- d. Create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.
- e. Comply with the District's Freedom of Information policy as set forth herein.

3. **Training**

All Freedom of Information Officers shall successfully complete an electronic training curriculum to be developed by the Public Access Counselor and thereafter successfully complete an annual training program. Thereafter, whenever a new Freedom of Information Officer is designated by the District, that person shall successfully complete the electronic training curriculum within thirty (30) days after assuming the position.

E. **Request Procedures**

1. **Initiation of Request**

Any person wishing to inspect or copy a District's public record shall submit a written request to the FOIA Officer or their designee on a request form provided by the District (*see **Appendix A, Form 1***). Requests are accepted via personal delivery, mail, facsimile, or email if directed to [info@glensidefire.org](mailto:info@glensidefire.org). Requests must specify District records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.

2. **Response to Request**

- a. Upon receipt, the FOIA Officer shall mark the date received upon the request, along with the date a response is due.
- b. The District shall either comply with or deny the written request for public records within five (5) working days after its receipt (*see **Appendix A, Forms 2, 3, and 4***). Denial shall be by letter as provided below. Failure to respond to a written request within five (5) working days after its receipt shall be considered a denial of the request.
- c. The District's time for response may be extended for not more than five (5) additional working days for any of the following reasons (*see **Appendix A, Form 5***):
  - i) The requested records are stored in whole or in part at other locations than the office having charge of the requested records;

- ii) The request requires the collection of a substantial number of specified records;
  - iii) The request is couched in categorical terms and requires an extensive search for the records responsive to it;
  - iv) The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
  - v) The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of the Act (5 ILCS 140/7) or should be revealed only with appropriate deletions;
  - vi) The request for records cannot be complied with by the District within five (5) working days without unduly burdening or interfering with the operations of the public body;
  - vii) There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of the District having a substantial interest in the determination or in the subject matter of the request.
- d. When additional time is required for any of the reasons listed, the District shall notify by letter the person making the written request within five (5) working days of receipt of request (*see **Appendix A, Form 5***). If the requester and the District agree to extend the period for compliance, a failure by the District to comply with any previous deadlines shall not be treated as a denial of the request for the records.

**3. Records Maintained Online**

- a. If a requested record is maintained on the District's website, the District shall notify the requester that the requested record is available online and direct the requester to the website where the record can be accessed.
- b. In the event the requester cannot reasonably access the record, the requester may re-submit their request and the District shall make the requested record available for inspection or copying.

**4. Procedure for Inspection or Copying**

- a. Inspection of District public records not excluded from inspection under the Act shall be permitted between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, on days the District office is open for business.
- b. Inspection must be made at the District office, and records are not to be removed from the District office.
- c. The Fire Officer or their designee shall be present during inspection of District records.
- d. Inspection will not be allowed when records are in immediate use by persons exercising official duties which require use of the records.

- e. Copies of requested records will be provided by District employees within the limitations of District copying equipment.

**5. Copying Fees**

- a. Letter-sized, black and white copies are charged at \$0.15 per page after the first fifty (50) copies. Each color copy will be charged at \$0.25 per page. Persons requesting electronic or oversized copies of District public records shall reimburse the District for its actual cost for reproducing public records, as determined by the FOIA Officer or his designee. Each record certified shall cost \$1.00. The cost for a photo disk is \$2.00.
- b. Documents shall be furnished without charge or at a reduced charge, as determined by the Board of Trustees and/or the Fire Chief, 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” pursuant to Section 6(c) of the Act (5 ILCS 140/6(c)). In setting the amount of the waiver or reduction, the District shall take into consideration the amount of materials requested and the cost of copying them.

**6. Unduly Burdensome Request Exemption**

- a. Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the complying public body and there is no way to narrow the request, and the burden on the District outweighs the public interest in the information.
- b. Before invoking this exemption, the District shall extend to the person making the request an opportunity to confer with it in an attempt to reduce the request to manageable proportions.
- c. The District shall invoke this exemption in writing to the person making the request specifying the reasons why it would unduly burden and the extent to which compliance will so burden the operations of the District.
- d. Repeated requests for the same public records by the same person shall be deemed unduly burdensome under this provision.

**9. Commercial Requests**

- a. Prior to responding to a request for records, the FOIA Officer shall determine whether the requested records will be used in any sale, resale, solicitation or advertisements for sales or services. If the FOIA Officer determines that the request is for one of these purposes, it shall be deemed a commercial request and response shall be governed by this section. Requests received from news media, non-profit, scientific or academic organizations shall not be considered commercial requests.

- b. When a request is for a commercial purpose, the FOIA Officer shall respond to the requester within five (5) business days, informing the requester that the request is considered commercial.
- c. Within twenty-one (21) business days after the receipt of the commercial purpose request, the FOIA Officer shall respond to the requester. Such response shall:
  - i) Provide an estimate of the time required to provide the records, including a requirement that the requester pay for the copies;
  - ii) Deny the request pursuant to one or more exemptions found in the Freedom of Information Act;
  - iii) Notify the requester that the request is unduly burdensome and extend an opportunity to the requester to reduce the request to manageable proportions, or
  - iv) Provide the requested records.
- d. When estimating the time required for responding to a commercial records request, the FOIA Officer should consider the size and complexity of the request. Priority shall be given to non-commercial requests.
- e. If the request is a commercial request, the follow fees apply. The District charges \$10 for each hour spent by personnel in searching for and retrieving a requested record or examining the record for necessary redactions. However, no charges will be imposed for the first eight (8) hours spent by personnel in searching for or retrieving a requested record. The District may also charge the actual cost of retrieving and transporting public records from an off-site storage facility. If the District imposes any of these fees, it shall provide the commercial requester with an accounting of all fees, costs, and personnel hours spent in connection with the request.

**10. Voluminous Requests**

- a. Prior to responding to a request for records, the FOIA Officer shall determine whether the requested records will constitute a voluminous request as defined by Sections 2(h) and 3.6 of the Act. If the FOIA Officer determines that the request is voluminous, it shall be governed by this section.
- b. In no event shall requests made by news media, non-profit, scientific, or academic organizations be considered voluminous requests so long as the principal purpose of the request is:
  - i) To access and disseminate information concerning news and current events;
  - ii) For articles of opinion or features of interest to the public; or
  - iii) For the purpose of academic, scientific, or public research or education.

- c. If the FOIA Officer determines that a request is voluminous, the requester may file a request for review with the Office of the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois; telephone (312) 814-3000.
- d. When a request is voluminous, a FOIA Officer shall issue a response within five (5) business days (*see* **Appendix A, Form 6**). This response will notify the requester:
- i) That the request is being treated as a voluminous request;
  - ii) Of the reasons why the request is being treated as voluminous;
  - iii) That the requester must respond within ten (10) business days after the FOIA Officer's response was sent and specify whether the requester would like to amend the request such that it will no longer be treated as a voluminous request;
  - iv) That if the requester does not respond within ten (10) business days, or if the request continues to be a voluminous request following the requester's response, the FOIA Officer will respond to the request and assess any fees chargeable pursuant to Section 6 of the Act;
  - v) That the District has five (5) business days after receipt of the requester's response or five (5) business days from the last day for the requester to amend his or her request, whichever is sooner, to respond to the request;
  - vi) That the District may request an additional ten (10) business days to comply with the request;
  - vii) Of the Public Access Counselor's address and phone number, as well as of the requester's right to seek review with the Public Access Counselor; and
  - viii) That if the requester fails to accept or collect the responsive records, the requester may still be charged by the District for its response pursuant to Section 6 of the Act, and that the requester's failure to pay will be considered a debt due and owing to the District and may be collected in accordance with applicable law.
- e. After issuing a response pursuant to subsection (b) above, the District shall provide a voluminous requester ten (10) business days from the date of the District's response to amend their request such that the request will no longer be treated as voluminous.
- f. If a request continues to be voluminous following the requester's response, a FOIA Officer shall issue a second respond within five (5) business days after receipt of the requester's response or five (5) days after the final day for the requester to respond, whichever is sooner. This second response shall:
- i) Provide an estimate of the fees to be charged;

- ii) Deny the request pursuant to one or more of the exemptions found in the Freedom of Information Act;
  - iii) Notify the requester that the request is unduly burdensome and provide an opportunity to the requester to attempt to reduce the request to manageable proportions; or
  - iv) Provide the records as requested.
- g. The District may extend the deadline for the District’s second response for up to ten (10) business days from the final day for the requester to reply to the District’s second response for the reasons set forth in Section D.2.C. above. The District and the requester may also agree in writing to extend the time for compliance.
- h. If the request is voluminous, a special fee structure applies:
- i) If the voluminous request is for electronic records and those records are not in a portable document format (“PDF”), the District may charge the following fees based upon the amount of megabytes (“MB”) of data requested:

<b>2 MB or less</b>	Up to \$20
<b>Between 2 MB and 4 MB</b>	Up to \$40
<b>More than 4 MB</b>	Up to \$100

- ii) If a voluminous request is for electronic records and those records are in a portable document format, the District may charge the following based upon the amount of megabytes of data (“MB”) requested:
- |                                 |             |
|---------------------------------|-------------|
| <b>80 MB or less</b>            | Up to \$20  |
| <b>Between 80 MB and 160 MB</b> | Up to \$40  |
| <b>More than 160 MB</b>         | Up to \$100 |
- i. If the District imposes a fee pursuant to the above fee structure, the District shall provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request.

11. **Recurrent Requesters**

- a. Prior to responding to a request for records, a FOIA Officer shall determine whether the requester is a recurrent requester as defined by Sections 2(g) and 3.2 of the Act. If a FOIA Officer determines that the requester is a recurrent requester, the request shall be governed by this section. In no event shall news media, non-profit, scientific, or academic organizations be considered recurrent requesters.
- b. When a requester is a recurrent requester, a FOIA Officer shall issue a response within five (5) business days (*see **Appendix A, Form 7***). This response will notify the requester:
  - i) That the District is treating the requester as a recurrent requester;

- ii) Of the reasons why the District is treating the requester as a recurrent requester;
  - iii) That the District will send an initial response within twenty-one (21) business days after receipt of the request; and
  - iv) That in its initial response, the District may respond by:
    - Providing an estimate of the time required by the District to provide the requested records, as well as an estimate of the fees to be charged;
    - Denying the request pursuant to one or more of the exemptions found in the Freedom of Information Act;
    - Notifying the requester that the request is unduly burdensome and extend an opportunity to the requester to reduce the request to manageable proportions; or
    - Providing the requested records.
- c. When a requester is a recurrent requester, a FOIA Officer shall respond to the request within twenty-one (21) business days after receipt. This response shall:
- i) Provide an estimate of the time required by the District to provide the requested records, as well as an estimate of the fees to be charged;
  - ii) Deny the request pursuant to one or more of the exemptions found in the Freedom of Information Act;
  - iii) Notify the requester that the request is unduly burdensome and extend an opportunity to the requester to reduce the request to manageable proportions; or
  - iv) Provide the requested records.
- d. When a requester is a recurrent requester, the District shall comply with a request within a reasonable period considering the size and complexity of the request, unless the records are otherwise exempt from disclosure.

**12. Request for Review**

- a. A person whose request to inspect or copy a public record is denied by the District, may file a request for review with the Public Access Counselor (PAC) established in the Office of the Attorney General not later than 60 days after the date of final denial (5 ILCS 140/9.5).

**LEGAL REF.: 5 ILCS 140/1 *et seq.***

**ADOPTED: June 9, 2020**

FORM 1
GLENSIDE FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
WRITTEN REQUEST FOR RECORDS

Request Submitted to: FOIA Officer – Laura Haiden or Russell Wood, Fire Chief
Glenside Fire Protection District
1608 Bloomingdale Road, Glendale Heights, IL 60139
Fax: (630) 668-5396 Email: info@glensidefire.org

Date Requested: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

(I), (We), are hereby requesting that (I), (We)

[ ] inspect the following records at the Glenside Fire Protection District Administrative Office

[ ] receive copies of the following records from the Glenside Fire Protection District

I understand that if I request that the records be copied, I will be charged a fee of \$0.15 per page (black & white) and \$0.25 per page (color) after the first 50 copies for the cost of copying due in full at the time I receive the copies. Each record certified shall cost \$1.00. The cost for a photo disk is \$2.00.

Records Requested: Please be specific in listing records – include incident date, names, location, etc. to help identify the information you are seeking.

\_\_\_\_\_

Signature(s) of Requester(s)

For office use only:
Date Request Received \_\_\_\_\_ Received By: \_\_\_\_\_
Request Received By: [ ] Fax [ ] Email [ ] US Mail [ ] In Person Drop Off
FOIA Officer Signature: \_\_\_\_\_ Date Request Due: \_\_\_\_\_
Date Completed: \_\_\_\_\_ Notes: Fax Email US Mail Pickup
S:\Public\Forms\GS600 Freedom of Information Act Request Form.doc

**FORM 2**

**GLENSIDE FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
APPROVAL FOR REQUEST FOR PUBLIC RECORDS**

**DATE:** \_\_\_\_\_

**TO:**  
\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY            STATE            ZIP**

(\_\_\_\_\_) \_\_\_\_\_  
**PHONE NUMBER**

**FROM:**  
Glenside Fire Protection District  
1608 Bloomingdale Road  
Glendale Heights, IL 60139

**DESCRIPTION OF REQUESTED RECORDS:**

\_\_\_\_\_  
\_\_\_\_\_

Your request dated \_\_\_\_\_ for the above captioned records has been **approved**.

\_\_\_\_\_ The documents will be made available at the District Administrative Office on  
(Date) \_\_\_\_\_ upon payment of copying costs in the  
amount of \_\_\_\_\_.

\_\_\_\_\_ You may inspect the records at \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on \_\_\_\_\_  
**DATE**

\_\_\_\_\_  
Freedom of Information Officer or Designee

\_\_\_\_\_  
Date

**FORM 3**

**GLENSIDE FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
DENIAL OF REQUEST FOR PUBLIC RECORDS**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY STATE ZIP**

(\_\_\_\_\_) \_\_\_\_\_  
**PHONE NUMBER**

**FROM:**  
Glenside Fire Protection District  
1608 Bloomingdale Road  
Glendale Heights, IL 60139

**DESCRIPTION OF REQUESTED RECORDS:**

\_\_\_\_\_  
\_\_\_\_\_

Your request dated \_\_\_\_\_ for the above captioned records has been **denied**:

\_\_\_\_\_ The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we were unable to negotiate a more reasonable request.

\_\_\_\_\_ The materials requested are exempt under Section 7\_\_ of the Freedom of Information Act for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The individual(s) who were responsible for the denial are:

\_\_\_\_\_

You have the right to appeal the denial of the records you have requested to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois, and by placing the words "Freedom of Information Act Appeal" on the face of the envelope, if sent by mail. In submitting your notice of appeal, you must include a copy of your original request and this denial, and state the reasons why you feel your appeal should be granted.

\_\_\_\_\_  
Freedom of Information Officer or Designee

\_\_\_\_\_  
Date

**FORM 4**

**GLENSIDE FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
PARTIAL APPROVAL OF REQUEST FOR PUBLIC RECORDS**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
**NAME**

**FROM:**  
  
Glenside Fire Protection District  
1608 Bloomingdale Road  
Glendale Heights, IL 60139

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY            STATE            ZIP**

(\_\_\_\_\_) \_\_\_\_\_  
**PHONE NUMBER**

**DESCRIPTION OF REQUESTED RECORDS:**

\_\_\_\_\_  
Your request dated \_\_\_\_\_ for the above captioned records has been partially approved. Those parts of your request that have been approved:

\_\_\_\_\_ will be made available at Glenside Fire Protection District Administrative Offices on (Date) \_\_\_\_\_ upon payment of copying costs in the amount of \_\_\_\_\_.

\_\_\_\_\_ may be inspected at \_\_\_\_\_ on \_\_\_\_\_.  
**DATE**

The following portions of your request have been denied for the reasons cited:

\_\_\_\_\_  
The individual(s) who were responsible for the denial are:

\_\_\_\_\_  
You have the right to appeal the denial of the records you have requested to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois, and by placing the words "Freedom of Information Act Appeal" on the face of the envelope, if sent by mail. In submitting your notice of appeal, you must include a copy of your original request and this denial, and state the reasons why you feel your appeal should be granted.

\_\_\_\_\_  
Freedom of Information Officer or Designee

\_\_\_\_\_  
Date

**FORM 5**

**GLENSIDE FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
\_\_\_\_\_

**NAME**

**ADDRESS**

**CITY STATE ZIP**

(\_\_\_\_\_) \_\_\_\_\_

**PHONE NUMBER**

**FROM:**

Glenside Fire Protection District  
1608 Bloomingdale Road  
Glendale Heights, IL 60139

**DESCRIPTION OF REQUESTED RECORDS:**

\_\_\_\_\_  
\_\_\_\_\_  
The response to your request dated \_\_\_\_\_ for the above captioned records must be delayed. Pursuant to Section 3(e) of the Freedom of Information Act, the delay in responding to your request is for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
You will be notified by \_\_\_\_\_ as to the action taken on your request.  
Date

\_\_\_\_\_  
Freedom of Information Officer or Designee

\_\_\_\_\_  
Date

**FORM 6**

**GLENSIDE FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
NOTICE OF TREATMENT AS A VOLUMINOUS REQUEST**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY STATE ZIP**

(\_\_\_\_\_) \_\_\_\_\_  
**PHONE NUMBER**

**FROM:**  
Glenside Fire Protection District  
1608 Bloomingdale Road  
Glendale Heights, IL 60139

**DESCRIPTION OF REQUESTED RECORDS:**

\_\_\_\_\_  
\_\_\_\_\_

The response to your request dated \_\_\_\_\_ for the above captioned records is being treated by the District as a voluminous request pursuant to Section 3.6 of the Freedom of Information Act for the following reason(s):

\_\_\_\_\_

Please respond within ten (10) business days specifying whether you would like to amend your request such that it will no longer be treated as a voluminous request. The District will have five (5) business days after the receipt of your response or five (5) business days from the last day for you to amend your request, whichever is sooner, to respond to your request. The District may request an additional ten (10) business days to comply with your request.

If you do not respond within ten (10) business days, or if your request continues to be voluminous following your response, the District will respond to the request and assess any fees chargeable pursuant to Section 6 of the Freedom of Information Act.

Please be advised that if you fail to accept or collect any responsive records, you may still be charged by the District for its response pursuant to Section 6 of the Freedom of Information Act. Furthermore, your failure to pay will be considered a debt due and owing to the District and may be collected in accordance with applicable law.

You have the right to appeal the District's treatment of your request as a voluminous request to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois.

\_\_\_\_\_  
Freedom of Information Officer or Designee

\_\_\_\_\_  
Date

**FORM 6**

**GLENSIDE FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
NOTICE OF TREATMENT AS A RECURRENT REQUESTER**

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY            STATE            ZIP**

(\_\_\_\_\_) \_\_\_\_\_  
**PHONE NUMBER**

**FROM:**  
Glenside Fire Protection District  
1608 Bloomingdale Road  
Glendale Heights, IL 60139

**DESCRIPTION OF REQUESTED RECORDS:**

\_\_\_\_\_  
\_\_\_\_\_

You are being treated by the District as a recurrent requester pursuant to Section 3.2 of the Freedom of Information Act for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Accordingly, the District will send an initial response within twenty-one (21) business days after receipt of your request. In this initial response, the District may:

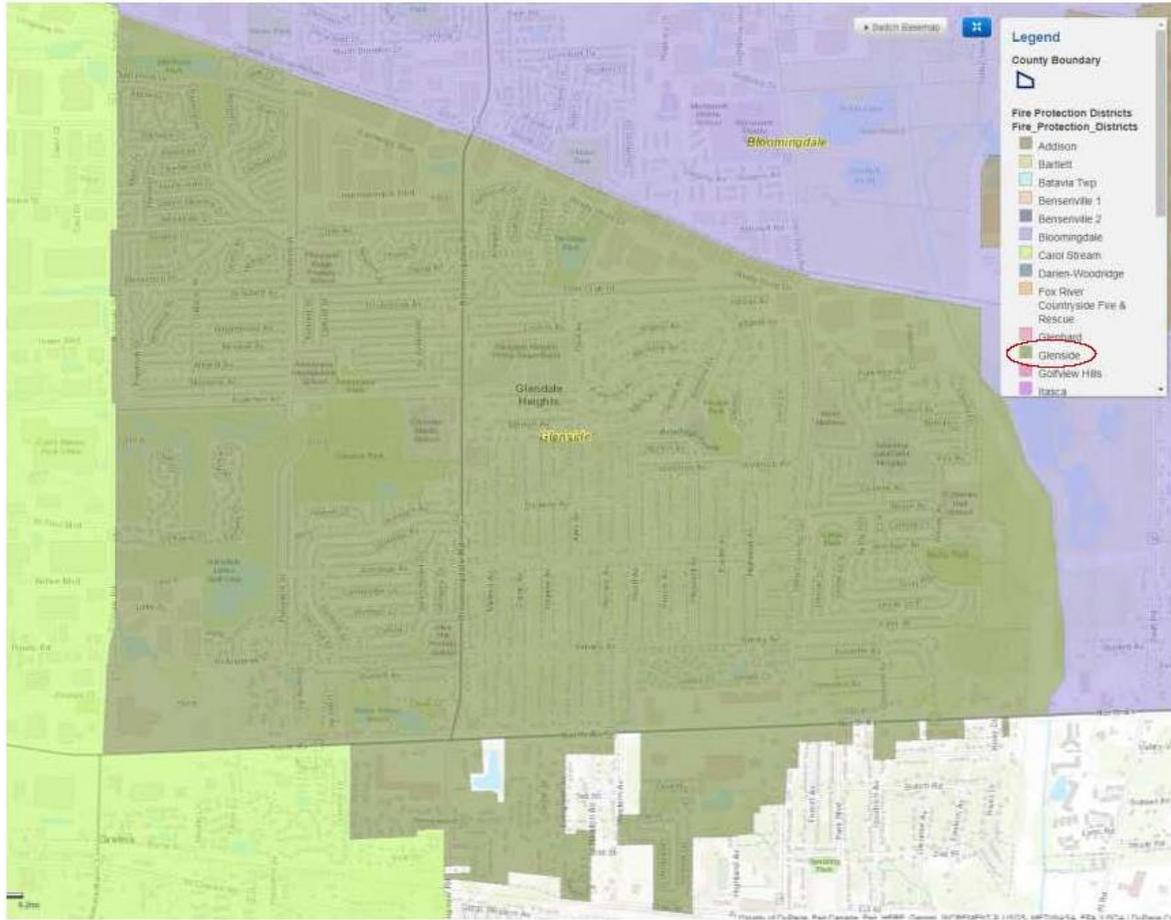
- Provide an estimate of the time required by the District to provide the requested records and an estimate of the fees to be charged;
- Deny the request pursuant to one or more of the exemptions found in the Freedom of Information Act;
- Notify you that the request is unduly burdensome and extend an opportunity to reduce the request to manageable proportions; or
- Provide the requested records.

\_\_\_\_\_  
Freedom of Information Officer or Designee

\_\_\_\_\_  
Date

GLENSIDE FIRE PROTECTION DISTRICT

Map of District



GLENSIDE FIRE PROTECTION DISTRICT

ORGANIZATIONAL CHART

# Glenside Fire Protection District Organizational Chart

