

## **Village of Gilberts Freedom of Information Request Procedure**

The public may request information or access public records by any of the following measures.

**Purpose:** The purpose of this procedure is to inform and assist the public on ways they may request information or access public records.

The public may stop by the Village Hall and physically request to complete a Freedom of Information Request Form (Exhibit 1). The requestor must complete the form with as much detail as possible.

The public may download a form from the Village website @[www.villageofgilberts.com](http://www.villageofgilberts.com). Once the form is completed, the requester may email the form to [info@villageofgilberts.com](mailto:info@villageofgilberts.com) or mail the form to Village of Gilberts, 87 Galligan Road, Gilberts, IL, 60136.

The Public may also request a Freedom of Information Request Form be e-mailed or mailed to their attention. Once they have completed the form they may e-mail ([info@villageofgilberts.com](mailto:info@villageofgilberts.com)) or mail the form to The Village of Gilberts, 87 Galligan Road, IL. 60136.

The Clerk's office will process the request as required by law in five working days. If in the event the Village is unable to comply with the request within seven days the Staff will send a letter to the requester specifying the reason for the delay and the date, by which either the records will be release or the request will be denied. The Village may extend this time for no more than an additional five working days.