

NON-POLICE FOIA REQUEST FLOW CHART
 Written Request for Information Received
 On Village Form, Letter or by E-mail

Non-Police Records
 Kate Buggy
 c/o Nora

If Question
 w/Response

Kate Buggy Village FOIA

Police Records Lynn Heitz (Per Police Protocol)

Day 1
 Forwards to Dept. Reps

The Dept. Rep will provide copies of the requested information directly to the requestor, unless the information is exempt in whole or in part. The FOIA officer will respond to all denials of information. Should the scope of the request be overly burdensome, the Dept. Rep will call the requestor in an attempt to refine/narrow the scope of the information requested.

- HR
- PD
- PP
- IS
- Bldg & Eng.
- PW
- F&P
- Finance
- Planning

- Barb
- John K
- Pat
w/copy to Vince
- Mark
- Nicki, Marianne, Diane
w/copy to Mike G. & Bob.
- Denise & Barb
w/copy to Jim M.
- Sue O
- Tori
w/copy to Gary
- Sean

Return to Nora

If (after contacting the requestor) the Dept Rep determines the request is too burdensome, and/or if the Dept is of the opinion that the information is exempt from release, the reason for that belief must be setforth in writing and submitted to the FOIA Officer for review by Day 4, (Day 20 for commercial requests).

Notify the requestor by Day 5 (Day 21-Commerical) either

Nora - Information Available for PickUp.

Barb
 Request is Denied
 w/Exemption Noted

Barb - Another 5 Days Needed (Non-Commercial) w/reason

Barb reviews the basis for the denial and prepare an official denial response or produce documents by Day 10

Final Response Sent to Requestor, and PAC (where required), or makes a request for an additional extension.