

**SOLID WASTE AGENCY OF LAKE COUNTY, IL
(SWALCO)**

FREEDOM OF INFORMATION ACT REQUEST FORM

Requester's Name: _____ Date Requested: _____
Requestor is representing: _____
Address: _____
Telephone Number: _____ Fax Number: _____
Email Address: _____
Records Sought (be as specific as possible):

This agency will respond to, deny or issue an extension to the request for public records within seven working days of receipt.

Signature of Requester

(For Office Use Only)
Request Received By: _____ Date Received: _____
Date Response Due: _____ Date Response Made: _____
Number of Copies Made: _____ Cost: _____
Time Taken To Fill Request, Hours: _____
Extension To: Extension Notice Sent:
(Date) (Attach Copy) (Date)
Denied: _____

Signature of Employee Responding

FREEDOM OF INFORMATION ACT PROCEDURES

1. The Freedom of Information Act (FOIA) request form needs to be filled out at or prior to reviewing records sought.
2. The Freedom of Information Act form can be faxed to 847.336-9374 or mailed to:

Solid Waste Agency of Lake County, IL (SWALCO)
1311 N. Estes Street
Gurnee, IL 60031

SWALCO has seven working days to respond and make copies as requested, unless there is justification for a time extension.

3. If requestor wants to look at a file, a meeting time and date can be set up by calling 847.336-9340 ext. 0.