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.