



**Due to reduced administrative staffing at Village Hall to mitigate the community spread of COVID-19, it is strongly encouraged that FOIA requests be emailed to the personnel below in lieu of fax, in person or mail. This will assist staff in fulfilling your request promptly.**

**WRITTEN REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS**

*In compliance with the Illinois Freedom of Information Act*

This original, signed FOIA form may be presented **in person, mailed, emailed or faxed** to the FOIA Officer at:

The Village of Glenview  
Lisa Goodwin  
2500 East Lake Avenue  
Glenview, IL 60026  
Phone: (847) 904-4370  
Fax: (847) 724-1518  
[lisag@glenview.il.us](mailto:lisag@glenview.il.us)

Glenview Police Department  
Lori Grandi  
2500 East Lake Avenue  
Glenview, IL 60026  
Phone: (847) 729-5000  
Fax: (847) 729-9489  
[lgrandi@glenview.il.us](mailto:lgrandi@glenview.il.us)

Date of request: \_\_\_\_\_  
Name of requestor: \_\_\_\_\_  
Address of requestor: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Describe in detail below the public records you are requesting (or attach a list). If the records relate to a specific address, please **include that address in your request below**.

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

Do you want copies of the documents?  Yes or  No  
If Yes, please indicate the following:  Electronic Copies or  Paper Copies  
If Electronic Copies, in what format? \_\_\_\_\_

Is this request for a Commercial Purpose?  Yes or  No  
*(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).*

Are you requesting a fee waiver?  Yes or  No  
*(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).*

The Village of Glenview will respond to the above request within five (5) working days from the above date unless one or more of the seven (7) reasons for an extension of time provided for in Section 3(d) of the Act are invoked by the Village.

Signature of requestor:     Rg     For Jenny Wadhwa \_\_\_\_\_ Date: \_\_\_\_\_

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(For Office Use Only)

Authorization to inspect only: \_\_\_\_\_ Authorization to inspect and copy: \_\_\_\_\_  
Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Hello,

Pursuant to the Freedom of Information Act, I hereby request the following documents regarding your Crime Free Multi-Housing Training Program:

A copy of any and all training materials used from 8/1/2020-8/1/2024

This information will not be used for commercial purposes and I look forward to hearing from you.

Kindly  
Jenny Wadhwa