



VILLAGE OF NORTHBROOK  
NOTICE OF EXTENSION OF TIME TO RESPOND TO FOIA REQUEST

To: David S.

On DATE the Village of Northbrook received your written request for the inspection, copying, or certification of certain Village public records ("Your Request") pursuant to the Freedom of Information FOIA ("FOIA").

**1. Extension of Time to Respond**

- Pursuant to Section 3(e) or 3.6(d) of the Illinois Freedom of Information Act, 5 ILCS 140/3(e), 3.6(d), if your request has been determined to be a voluminous request, the Village hereby notifies you the time to respond to your request is extended for five business days as to the records identified below.
- If the Village and Requester have come to an agreed upon extension beyond five business days, the Village will reply by this agreed response date: [insert agreed upon response date]
  
- The records for which Your Request is extended are detailed below:
  - (a)** (the "Specified Records"):

**2. Notice to Meet and Confer**

You are hereby notified to narrow your Public Records Request under FOIA. The Village extends an opportunity to narrow your request to more manageable proportions. Please call the Village's FOIA Officer at 847-664-4420 during business hours to discuss your request.

- You are hereby notified that your request for the specified records has been determined to be unduly burdensome pursuant to Section 3(g) of the Illinois Freedom of Information Act, 5 ILCS 140/3(g), because the burden on the Village of providing the specified records outweighs the public interest in disclosure of the information contained in the specified records

### 3. **Justification of Extension**

Your Request is being extended with respect to the Specified Records under FOIA for the reason indicated below:

**(A)**

- The requested records are stored in whole or in part at other locations than the office having charge of the requested records

**(B)**

- The requested records required collection of a substantial number of specified records

**(C)**

- The request is couched in categorical terms and requires an extensive search for the records responsive to it.

**(D)**

- The requested records have not been located in the course of routine search and additional efforts are being made to locate them

**(E)**

- The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure or should be disclosed only with appropriate deletions

**(F)**

- There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request. 5 ILCS 140/3(e).

#### **Notice of the Right to Appeal**

You have a right to appeal this extension within 60 days to the Public Access Counselor of the Office of the Illinois Attorney General, 500 South 2nd Street, Springfield, Illinois 62701, (phone number 1-877-299-3642 email [public.access@ilag.gov](mailto:public.access@ilag.gov)) or to seek judicial review under Section 11 of FOIA, 5 ILCS 140/11.

Dated: March 12, 2024

VILLAGE OF NORTHBROOK

By:

Title: FOIA Officer