

From: [Julie Friebele](#)
To: ["Kathy Bernhard"](#)
Subject: RE: FOIA request
Date: Wednesday, March 14, 2018 2:27:00 PM
Attachments: [2-3-2018 Village of Elwood Application For Disposal-Guidelines Of Documents-Records.pdf](#)
[3-14-2018 Response letter relating to Request 2 - Kathy Bernhard.pdf](#)

Good Afternoon Ms. Bernhard,

This email is in response to your FOIA request re:

1. Request: A copy of the full application filed with the state for destruction of documents.

Response: A copy of the full application for disposal guidelines of documents that was sent to the State of Illinois for review is attached.

Please Note:

The State of Illinois requires us to take inventory/categorize all of the Village documents and submit them on an application to the State. This process does not mean they will all be destroyed. Some documents will never be destroyed and other documents will not be disposed of until after their individual retention time is complete.

Once the application is approved, then we will proceed with the process to obtain a records disposal certificate from the State of Illinois (for the documents that will be disposed of after their individual retention time is complete).

2. Request:

I would also like a copy of these records that are on the list to be destroyed:

- Building Permits 1973-2018 (7)
- Construction Project Files 1971-2018 (71)
- Contract Files 2004-2018 (4)
- Duplicate Audits & Misc. 1982-2018 (8)
- Freedom of Information Requests/Answers-paper and electronic 1998-2018 (5)
- IDOT 1990-2018 (1)
- Individual Property Files from construction of -2018 (11)
- Industrial/Commercial/Residential Building Plans 2000-2018 (6)
- Land Use Plans 1998-2018 (1)
- Legal Case Files-paper and electronic 1976-2018 (9)
- Maps, plats & blue prints from incorporation-2018 (74)
- Property Records, (dedications, vacations, easements, right of ways, etc.) 2004-2018 (3)
- Resident Complaints 1982-2018 (1)
- Subdivision Records first application-2018 (5)
- Town Studies and Surveys 1999-2018 (3)
- Zoning Records-paper and electronic 1993-2018 (2)

Response: Please see the attached letter in response to your request.

Thank you,

Julie Friebel
Village Clerk
Village of Elwood
401 E. Mississippi Avenue
Elwood, IL 60421
815-424-1079 Fax 815-423-6861

From: Kathy Bernhard <katdug2@yahoo.com>
Sent: Friday, March 09, 2018 11:28 AM
To: julie.friebel@villageofelwood.com; villageclerk@villageofelwood.com
Subject: FOIA request

Dear Ms. Friebel,

I hereby request that I would like to receive records from the Village of Elwood through the Freedom of Information Act.

I am requesting a copy of the full application filed with the state for destruction of documents.

I would also like a copy of these records that are on the list to be destroyed:

Building Permits 1973-2018 (7)
Construction Project Files 1971-2018 (71)
Contract Files 2004-2018 (4)
Duplicate Audits & Misc. 1982-2018 (8)
Freedom of Information Requests/Answers-paper and electronic 1998-2018 (5)
IDOT 1990-2018 (1)
Individual Property Files from construction of -2018 (11)
Industrial/Commercial/Residential Building Plans 2000-2018 (6)
Land Use Plans 1998-2018 (1)
Legal Case Files-paper and electronic 1976-2018 (9)
Maps, plats & blue prints from incorporation-2018 (74)
Property Records, (dedications, vacations, easements, right of ways, etc.) 2004-2018 (3)
Resident Complaints 1982-2018 (1)
Subdivision Records first application-2018 (5)
Town Studies and Surveys 1999-2018 (3)
Zoning Records-paper and electronic 1993-2018 (2)

Thank you.
Kathy Bernhard