



Village of Carol Stream Freedom of Information Act (FOIA) Guide

Village Government

The Village of Carol Stream is a mid-sized suburban community located in central DuPage County. Carol Stream was incorporated in 1959, and the population is approximately 39,854. The Village is a home-rule community and operates under the council-manager form of government.

The Village’s mission is to enhance the quality of life in Carol Stream through the delivery of excellent public service in a fiscally-responsible manner.

The Village Board is comprised of an elected Mayor and six Trustees. The Board makes policy decisions to maintain and enhance the health, safety, and welfare of citizens and visitors of Carol Stream.

The following Boards and Commissions serve to present recommendations to the Village Board:

- Planning Commission/Zoning Board of Appeals
- Fire and Police Commission
- Police Pension Board

The Village employs approximately 162 full-time employees and 8 part-time employees.

The Village’s budget and other financial documents are available on our website at: <https://www.carolstream.org/departments/finance>. Physical copies are available at the Village Clerk’s Office.

Freedom of Information Act Requests

Creating a FOIA Request

Requests in accordance with the Freedom of Information Act shall be in writing. Copies of a standard FOIA form are available in-person at the Village Clerk’s Office, Police Department, or on the Village’s website at: <https://www.carolstream.org/departments/village-clerk/submit-a-foia>.

Written FOIA requests may be submitted by mail, fax, email, or personal delivery to the Village Clerk’s Office. Records and information will be made available for inspection and copying unless the records or information are exempt under the Freedom of Information Act.

Each request will be completed or denied within five (5) working days after it is received. The five (5) day period may be extended up to ten (10) working days if required.

Duplication Fees

The first 50 standard black and white paper copies are free, after which the following fees will apply:

- Copies: 8.5x11” or 8.5x14”.....15 cents/page
- Maps or plats.....\$3.00/page
- Certifications.....\$1.00/page

Materials that require duplication to be outsourced shall be charged based on the cost of copying and reproduction.

Procedure for Appealing a Denial

Any requester whose request has been denied may file a request for review with the Public Access Counselor no later than 60 days after the date of the final denial.

The request for review must be in writing, signed by the requester and must include a copy of the request for access to records and responses from the public body.

Public Access Counselor

Office of the Attorney General - 500 S. 2nd St.
Springfield, IL 62706
(877)-299-FOIA Fax: (217)-782-1396
publicaccess@atg.state.il.us

Immediately Available Records

Many forms and records can be found online at www.carolstream.org. Records that may be immediately available include, but are not limited to:

- Ordinances and Resolutions
- Approved Village Board Meeting and Committee Minutes
- Approved and Released Executive Session Minutes
- Board and Commission Meeting Minutes and Agendas
- Election Information (Village of Carol Stream)
- Annexation Agreements
- Subdivision, Planned Unit Developments, Easements, and Right of Way Vacation Records
- Zoning Map
- Village Publications
- Map of Carol Stream
- Curbside Waste and Recycling Information
- Social Services Programs
- Annual Budget Information, Audited Financial Statements, Monthly Financial Reports, and Monthly Treasurer’s Reports

It is Illinois State policy that all persons are entitled to “full and complete information regarding the affairs of the Government and the official acts and policies of those who represent them.”

FOIA Officer Information

Village Clerk’s Office: Sherry Craig
Police Department: Mark Brines
500 N. Gary Ave.
Carol Stream, IL 60188
(630)-665-7050

Village of Carol Stream

ORGANIZATION CHART

May 1, 2023

