

(APPLICABLE EXEMPTION CIRCLED BELOW)

1. INFORMATION SPECIFICALLY PROHIBITED FROM DISCLOSURE BY STATE OR FEDERAL LAW OR RULES AND REGULATIONS ADOPTED PURSUANT THERETO.
2. INFORMATION WHICH, IF DISCLOSED, WOULD CONSTITUTE A CLEARLY UNWARRANTED INVASION OF PERSONAL PRIVACY, UNLESS THE DISCLOSURE IS CONSENTED TO IN WRITING BY THE INDIVIDUAL SUBJECTS OF THE INFORMATION. INFORMATION EXEMPTED UNDER THIS SUBSECTION SHALL INCLUDE BUT IS NOT LIMITED TO:
 - A. Personnel files and personal information maintained with respect to employees, appointees or elected officials or applicants for such positions - Section 7, (1)(b)(ii).
 - B. Information revealing the identity of persons who filed complaints with or provide information to investigative, law enforcement or penal agencies - Section 7, (1)(b)(v).
3. RECORDS COMPILED BY ANY PUBLIC BODY FOR ADMINISTRATIVE ENFORCEMENT PROCEEDINGS AND ANY LAW ENFORCEMENT OR CORRECTIONAL AGENCY FOR LAW ENFORCEMENT PURPOSES OR FOR INTERNAL MATTERS OF A PUBLIC BODY, BUT ONLY TO THE EXTENT THAT DISCLOSURE WOULD:
 - A. Interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement agency - Section 7, (1)(c)(i).
 - B. Interfere with pending administrative enforcement proceedings conducted by any public body; Section 7, (1)(c)(ii)
 - C. Deprive a person of fair trial or an impartial hearing - Section 7, (1)(c)(iii).
 - D. Unavoidably disclose the identity of a confidential source of confidential information furnished only by the confidential source - Section 7, (1)(c)(iv).
 - E. Disclose unique or specialized investigative techniques other than those generally used and known - Section 7, (1)(c)(v).
 - F. Constitute an invasion of personal privacy - Section 7, (1)(c)(vi).
 - G. Endanger the life or physical safety of law enforcement personnel or any other person - Section 7, (1)(c)(vii).
 - H. Obstruct an ongoing criminal investigation - Section 7, (1)(c)(viii).
4. CRIMINAL HISTORY RECORDS INFORMATION MAINTAINED BY STATE OR LOCAL CRIMINAL JUSTICE AGENCIES – Section 7, (1)(d).
5. RECORDS THAT ARE RELATED TO OR AFFECTING THE SECURITY OF THE DETENTION FACILITY - Section 7, (1)(e).
6. PRELIMINARY DRAFTS, NOTES, RECOMMENDATIONS, MEMORANDA OR OTHER RECORDS IN WHICH OPINIONS ARE EXPRESSED, OR POLICIES OR ACTIONS ARE FORMULATED - Section 7, (1)(f).
7. TEST QUESTIONS, SCORING KEYS AND OTHER EXAMINATION DATA USED TO ADMINISTER AN ACADEMIC EXAMINATION OR DETERMINE THE QUALIFICATIONS OF AN APPLICANT FOR A LICENSE OR EMPLOYMENT - Section 7, (1)(j).
8. MINUTES OF MEETINGS OF PUBLIC BODIES WHICH MEETINGS ARE CLOSED TO THE PUBLIC AS PROVIDED IN THE OPEN MEETINGS ACT - Section 7, (1)(m).
9. DOCUMENTS OR MATERIALS RELATED TO COLLECTIVE NEGOTIATING MATTERS BETWEEN PUBLIC BODIES AND THEIR EMPLOYEES OR REPRESENTATIVES - Section 7, (1)(q).

10. INFORMATION RELATED SOLELY TO THE INTERNAL PERSONNEL RULES AND PRACTICES OF THE DEPARTMENT - Section 7, (1)(w).
11. REQUESTS CALLING FOR ALL RECORDS FALLING WITHIN A CATEGORY SHALL BE COMPLIED WITH UNLESS COMPLIANCE WITH THE REQUEST WOULD BE UNDULY BURDENSOME FOR THE COMPLYING PUBLIC BODY AND THERE IS NO WAY TO NARROW THE REQUEST AND THE BURDEN ON THE PUBLIC BODY OUTWEIGHS THE PUBLIC INTEREST IN THE INFORMATION – Section 3 (f)
12. RECORDS OF LAW ENFORCEMENT OFFICER CONCERNING ALL MINORS UNDER 17 YEARS OF AGE ARE NOT OPEN TO THE PUBLIC – 705 ILCS 405/5-905 (5).

NOTICE: ANY PERSON DENIED ACCESS TO INSPECT OR COPY DEPARTMENT RECORDS MAY APPEAL THE DENIAL BY SENDING A WRITTEN NOTICE TO THE VILLAGE CLERK. THE VILLAGE CLERK WILL NOTIFY THE PERSON MAKING THE APPEAL IN WRITING OF HIS DETERMINATION WITHIN SEVEN (7) WORKING DAYS AFTER RECEIPT OF THE APPEAL.

FEES:

1. Documents (does not include Crash Reports) - Charges are applied per request, not per report.
 - No charge for 1-9 pages.
 - \$3.00 for 10-19 pages.
 - \$3.00 for each additional 10 pages or portion thereof.
2. Crash Reports - \$5.00 for each report.
3. Accident Reconstruction Reports - \$20.00 for each report.
4. Photos - \$3.00 per photo.
5. CD or Cassette Tape (audio) - \$10.00 each.
6. VCR Tape or DVD (video) - \$25.00 each.
7. There will be no fees for the inspection of records.

PLEASE NOTE: When making a request via Internet or Fax, the form containing your original signature must be presented at the time of release and fee payment. You will need to present a valid form of identification.

ATTN:

Please be advised that we are unable to furnish a copy of the report you requested at this time for the following reason:

_____The incident is not within the jurisdiction of the Addison Police Department.

_____A records check did not show this particular incident.

_____Please supply us with more detailed information regarding this incident.

Thank you for your cooperation in this matter.

Sincerely,

Records Director

cc: File

