



**NOTICE REGARDING SUBMISSION AND PROCESSING OF
FREEDOM OF INFORMATION ACT REQUESTS
DURING THE TEMPORARY CLOSURE OF VILLAGE HALL**

Due to the ongoing Coronavirus Disease 2019 (COVID-19) pandemic and state of emergency declared by Illinois Governor JB Pritzker, the Village of Long Grove has temporarily closed its Village Hall and administrative offices for business as of March 16, 2020 (the "**Closure Date**"). This action is an emergency measure in the effort to slow or stop the spread of COVID-19. This decision was made by Village officials in order to comply with the directions and recommendations of federal, state, and local health officials. Village administrative staff is continuing to operate remotely to the extent possible during this emergency temporary closure. However, some Village administrative services may be unavailable, or available only on a limited basis.

In particular, the closure of Village Hall for business precludes the Village's FOIA Officer from receiving requests under the Freedom of Information Act, 5 ILCS 140 ("**FOIA**"), if submitted in person or by mail or fax, and further limits the ability of both Village personnel and members of the public to access Village public records for inspection and copying. As a result, each day that the Village Hall is officially closed for business, beginning with the Closure Date, shall be deemed **not** to be a "business day" for purposes of receiving and processing public records requests directed to the Village pursuant to FOIA. This will continue until the date that Village Hall is officially re-opened for business following the conclusion of emergency measures relating to the COVID-19 pandemic (the "**Re-Opening Date**").

To the extent that a FOIA request was received prior to the Closure Date, the calculation of the time for responding to each such request shall exclude the days from and including the Closure Date until the Re-Opening Date.

During the temporary closure of Village Hall, FOIA requests may be submitted online at <https://www.longgroveil.gov/administration/webform/village-long-grove-online-public-records-request>, by fax to 847-634-9408, or by mail to Village of Long Grove, 3110 Old McHenry Road, Long Grove IL 60047. All such requests will be deemed received by the Village as of the Re-Opening Date. The Village's FOIA Officer will thereafter process and respond to such requests in accordance with the FOIA law.

Further information regarding the temporary closure of Village Hall and the Village's response to COVID-19 is available on the Village's website at <https://www.longgroveil.gov/>.

FOIA Officer
Village of Long Grove

Dated: March 18, 2020