

FOIA REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS



Submit FOIA Requests to the NSSD FOIA Officer
By Mail: NSSD, P.O. Box 750, Gurnee, IL 60031
By Email: foia@northshoresanitary.org
By Fax: (847) 623-3205

The North Shore Sanitary District provides access to government information and copies of public records in compliance with the Illinois Freedom of Information Act. FOIA requests must be submitted in writing by email, fax, mail or personal delivery. The District reserves the right to charge fees consistent with the Act.

The District maintains both paper and electronic records of maps, drawings, plans, etc. Please note that the District does not warranty the accuracy of these records. The Requestor acknowledges that he/she is aware that such records may not be accurate.

Requestor:	
Company / Organization:	
Mailing Address:	
City / State / Zip:	
Phone:	
Fax:	
Email:	

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified.

Please provide the date range of your request: _____

Is your request for a “Commercial Purpose”? Yes No

“Commercial Purpose” is defined as the use of any part of a public record, or information derived from a public record, in a form for sale, resale, or solicitation or advertisement for sales or services.

 Date Signature of Requestor