



County Administrator's Office

18 N. County St. – 9th Floor

Waukegan, Illinois 60085

Phone: 847.377.2250

www.lakecountyil.gov

MEMORANDUM

Date: April 28, 2023
To: Agencies, Commissions, and Elected Official Offices
From: Gary Gibson, County Administrator
Subject: FOIA Program Declaration

All offices/departments in Lake County are legally obligated to adhere to FOIA, aside from those specifically exempt by law, such as the courts. The County Administrator has established a County-wide FOIA Program through an Administrator's Directive. The FOIA Program is a mandatory directive for all departments under the authority of the County Administrator and is strongly recommended for all elected official offices, commissions, and agencies that are subject to FOIA within Lake County Government.

Action Requested:

1. Elected official offices, commissions, and agencies should complete the enclosed declaration.
2. If your office/department declares it will not adopt and follow the FOIA Program Directive, attach your department's FOIA policies and procedures to the declaration.
3. Elected officials, agency heads, or their authorized representative sign the declaration.
4. Return the declaration and any relevant documents to the County Administrator's Office by **May 12, 2023**.
5. Departments under the authority of the County Administrator are not required to complete a declaration.

FOIA Program Declaration

Purpose: For use only by offices/departments not under the authority of the County Administrator.

☐ _____ will adopt and follow the direction contained in the
Office/ Department

FOIA Program Directive.

OR

☐ _____ will **not** adopt or follow the direction contained in the
Office/ Department

FOIA Program Directive. The department's FOIA policies and procedures are attached hereto.

Authorized Representative Signature

Office/Department

Date