

The City of Harvard is an incorporated City of the State of Illinois in McHenry County. The City of Harvard provides its residents with services in the areas of Community Development, Public Safety, Utilities and Public Works.

It is the primary goal of the City of Harvard to meet the needs of its residents while providing for such needs in the most efficient and effective manner possible.

The City of Harvard currently employs 44 full time and 41 part-time and seasonal employees.

The City's 2016/2017 Operating Budget is \$10.1 million.

<u>Harvard City Hall</u> 201 W. Diggins St., Harvard	815 943-6468
<u>Harvard Diggins Library</u> 900 E. McKinley St.	815 943-4671
<u>Harvard Police Department</u> 201 W. Front St.	815 943-4431 (Non-emergency) 911 (Emergency)
<u>Harvard Public Works Dept.</u> 900 W. Brink St.	943-0301 943-4161
<u>Harvard Swimming Pool</u> 607 Galvin Parkway	943-4300
<u>Harvard Wastewater Treatment Plant</u> 801 W. Brink St.	943-6626

## **How to File a Freedom of Information Act Request with the City of Harvard**

The following are instructions on how to file a Freedom of Information Act (FOIA) request with the City of Harvard.

1. Please make your request for records in writing. The City of Harvard does not require the completion of a standard form for this purpose, although you may use a form supplied by the City if you wish. You may submit your written request in person, by mail, fax or e-mail.

**Please direct your request:**

**HARVARD CITY HALL**

**FOIA Officer – City Administrator David Nelson or**

**FOIA Officer – Admin Asst Lori Moller**

**City of Harvard**

**201 W. Diggins St.**

**P.O. Box 310**

**Harvard, IL 60033**

**Phone Number: 1 (815) 943-6468**

**Fax Number: 1 (815) 943-4556**

**E-mail: [nelson@cityofharvard.org](mailto:nelson@cityofharvard.org)**

**[moller@cityofharvard.org](mailto:moller@cityofharvard.org)**

**HARVARD POLICE DEPT.**

**FOIA Officer – Police Chief Mark Krause or**

**FOIA Officer – Deputy Chief of Police Tyson Bauman or**

**FOIA Officer - Records Clerk Lynette Fiegel**

**City of Harvard Police Dept.**

**201 W. Front St.**

**P.O. Box 310**

**Harvard, IL 60033**

**Phone Number: 1 (815) 943-4431**

**Fax Number: 1 (815) 943-2321**

**E-mail: [krause@cityofharvard.org](mailto:krause@cityofharvard.org)**

**[bauman@cityofharvard.org](mailto:bauman@cityofharvard.org)**

**[fiegel@cityofharvard.org](mailto:fiegel@cityofharvard.org)**

2. Please be as specific as possible when describing the records you are seeking.
3. Please advise whether you would like copies of the requested records or whether you wish to examine the records in person. You have the right to do either or both.
4. Please note the preferred format to receive records (fax, mail, electronic). If feasible, the City will provide records in the requested format. If the requested format is not feasible, then, at the requester's option, the City will provide the records in the electronic format in which they are kept or in paper form.
5. There is no fee for up to 50 pages of standard 8 ½ x 11 paper copies. For pages beyond 50, there is a .15 cent per page charge. For color or abnormal sized copies, the charge will be actual

copying cost. The charge for electronic copies will be the actual cost of the recording medium (tape, CD, disk, etc.)

6. Please include your name, preferred telephone number(s), mailing address, and if you wish, your e-mail address.