

True copy



Village of
Elmwood Park

Peter N. Silvestri

Village President

Elsie Sutter

Village Clerk

John J. Dalicandro

Village Manager

Michael Durkin

Village Attorney

Trustees

Alan L. Bennett

Sam LaBarbera

Carmen P. Forte

Alan T. Kaminski

Diane Kmiecik

Jeff Sargent

April 29, 2011

Mr. Pasquale Martorama
2546 Oak Street
River Grove, Illinois 60171

Dear Mr. Martorama:

This letter is in response to a request for personnel records that you submitted under the Freedom of Information Act. Please be advised that The Illinois Personnel Records Review Act requires that every employer, upon an employee's request, must "permit the employee to inspect any personnel documents which are, have been or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action" (820 ILCS 40/2). The employer may require that the employee submit his request in writing, on a form supplied by the employer, thus, the Freedom of Information form was not necessary. The employer is required to grant two inspection requests within a year, provided the requests are made at reasonable intervals, unless otherwise provided in a collective bargaining agreement.

The employer must supply the employee with the inspection opportunity within seven days; however, the employer can request a seven-day extension if the employer can show that the inspection deadline cannot reasonably be met.

The Illinois Personnel Records Review Act does not require that an employee be able to remove/take any portion of his personnel file from the inspection location. However, after review of his records, the employee may obtain a copy of the information contained in his personnel file, and the employer can require the employee to reimburse the employer for the actual cost of making the copies.

I have made copies of your personnel records and are available for pick up at any time.

Sincerely,

Elsie Sutter
Village Clerk