

**From:** Eric Olsauskas  
**Sent:** Wednesday, June 25, 2025 11:05 AM  
**To:** cityclerk@cityofmarseilles.com  
**Subject:** FOIA Request — YouTube Channel Administrative Records and Metadata

**Freedom of Information Act Request**

**Date:** June 23, 2025

**To:**

FOIA Officer  
City of Marseilles  
Attn: City Clerk Lesley Hart  
209 Lincoln St.  
Marseilles, IL 61341  
Email: [lesley.hart@cityofmarseilles.com](mailto:lesley.hart@cityofmarseilles.com)

**From:**

Eric Olsauskas

**RE: FOIA Request — YouTube Channel Administrative Records and Metadata**

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting the following public records related to the administration and management of the City of Marseilles' official YouTube channel from **January 1, 2024 to the date of this request's fulfillment** (inclusive of any extended response period due to classification of this requester as a recurrent requester):

**Requested Records:**

1. **All administrative access logs, login/logout times, and usernames or email addresses associated with access to the City of Marseilles' YouTube account** (including IP logs, if available).
2. **Any and all internal or external communications (including emails, memos, texts, or internal notes)** concerning:
  - o Any decision or instruction to **restrict, unlist, delete, or privatize** any YouTube video or the YouTube channel itself.
  - o Any directive from or discussion involving **Mayor James Hollenbeck, City Clerk Lesley Hart, Commissioners Kaminski, Smalls, Scheib, or Buckingham, City Engineer Etscheid, or any representative of the Cantlin Law Firm** regarding the YouTube channel.
3. **All YouTube video upload, edit, and visibility change logs**, including:
  - o Titles, publish/unpublish dates, visibility status (public, unlisted, private),
  - o Full metadata including video IDs and change timestamps,
  - o Comments activity, moderation logs, and deletion history.
4. **Any written policy, ordinance, resolution, directive, or legal opinion** authorizing the City of Marseilles to:
  - o Restrict public access to council meeting videos,
  - o Unlist videos from public view on YouTube,

- Change or disable public access to meeting records without council vote or official ordinance.
5. **Proof of state authorization, retention schedule compliance, or legal justification** for any deletion or restriction of access to digital public records, specifically YouTube videos of City Council meetings. Please include any correspondence with the Illinois Secretary of State's Local Records Commission, or equivalent, approving such action.

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**Legal Basis for Request:**

Under 5 ILCS 140/2(c), "public records" include electronic records maintained by a public body that pertain to public business. The City's YouTube channel serves as a digital record of City Council proceedings and public business. Restricting or unlisting these videos without lawful authority may constitute improper denial of public access and potential unlawful destruction of public records under:

- **5 ILCS 140/3 (FOIA response timeliness and scope)**
- **5 ILCS 140/9.5 (PAC review and appeal)**
- **50 ILCS 205/1 et seq. (Local Records Act — prohibits destruction of public records without proper approval)**

Furthermore, unlisting or privatizing video records of public meetings may violate the **Open Meetings Act (OMA), 5 ILCS 120**, particularly if done without formal discussion or vote in open session.

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**Format & Delivery:**

Please provide the requested materials in digital format via email. For login or backend data, metadata reports, and logs, you may provide .CSV or .PDF exports where possible. If the total file size exceeds standard email limits, a downloadable link (Google Drive, Dropbox, etc.) is acceptable.

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**Notice:**

If any part of this request is denied, in whole or in part, you must cite the specific exemption(s) under 5 ILCS 140/7 and provide a detailed factual basis for the application of any claimed exemption. Failure to do so will result in the filing of a formal complaint with the Public Access Counselor of the Office of the Illinois Attorney General.

Additionally, please provide documentation if this request is subject to any delay due to classification as a recurrent requester per 5 ILCS 140/2(g), and supply the estimated date of response as required by law.

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**Sincerely,**  
Eric Olsauskas