

cityclerk@cityofmarseilles.com

From: Eric Olsauskas
Sent: Monday, June 30, 2025 9:38 AM
To: cityclerk@cityofmarseilles.com
Cc: Megan Cantlin
Subject: Amended, FOIA Request – Identification of Personnel Responsible for FOIA Compliance & Documentation of FOIA Training

Dear Ms. Hart,

Please consider the FOIA request submitted below as my official and current request. Kindly disregard the version that was submitted earlier today at 9:27 AM, as this amended request supersedes it in full.

For clarity and to avoid any potential confusion regarding which submission should be processed, I have copied Ms. Megan Cantlin on this email.

Thank you for your attention to this matter.

Sincerely,
Eric Olsauskas

FOIA REQUEST BELOW :

Eric Olsauskas

Date: June 30, 2025

To:
Lesley Hart, City Clerk & FOIA Officer
City of Marseilles
cityclerk@cityofmarseilles.com

RE: FOIA Request – Identification of Personnel Responsible for FOIA Compliance & Documentation of FOIA Training

Dear Ms. Hart,

Pursuant to the **Illinois Freedom of Information Act (5 ILCS 140)**, I respectfully submit this formal request for public records. I acknowledge my status as a recurrent requester under FOIA and submit this request in good faith, consistent with the public's right to transparency and in the interest of lawful governance by the City of Marseilles.

Records Requested:

1. A **complete list of all individuals**—including city employees, elected officials, agents, or contractors—**designated by the City of Marseilles** as having any responsibility for responding to, coordinating, or fulfilling FOIA requests. This includes primary FOIA Officers, alternates, designees, and any persons assisting with search, redaction, legal review, or communication to requesters.
2. **Any and all ordinances, resolutions, directives, or policy documents**—formal or informal—that identify or delegate FOIA responsibilities, including:
 - FOIA appointment or delegation of authority;
 - Internal protocols for receiving, reviewing, and fulfilling requests;
 - References to who may be responsible for redactions, searches, legal consultations, or denials.
3. **Copies of all FOIA Officer training certificates** issued by the Illinois Attorney General's Public Access Counselor (PAC) as required by 5 ILCS 140/3.5(b) for:
 - The City Clerk;
 - The Mayor;
 - Any City employee, elected official, or contractor who has handled or contributed to a FOIA response since **January 1, 2020**.
 - If any individual involved in FOIA responses has **not completed** PAC training, please indicate this.
4. **Any written communications, directives, memos, or emails** between the Mayor, City Council members, City Clerk, Cantlin Law Firm, or city staff from **January 1, 2020 to the date of fulfillment** referencing:
 - FOIA duties or procedures;
 - Designation or assumption of FOIA-related roles;
 - Mayor or other officials participating in FOIA matters.

Format:

I request that these records be provided in **digital format (PDF, Word, Excel, or similar)** via email or secure file link, unless unavailable in such form.

Legal Notice of Rights:

In accordance with **Section 3(d) and Section 11 of the Illinois FOIA (5 ILCS 140/3(d) & 5 ILCS 140/11)**, the City is required to respond to this request within **five (5) business days, or twenty-one (21) business days** under the recurrent requester designation, with all applicable extensions and citations provided in writing.

Failure to comply with the statutory deadlines, refusal to produce non-exempt records, or failure to issue a proper denial will result in immediate escalation to the **Public Access Counselor** for review

under **Section 9.5**, and may also result in **judicial enforcement through LaSalle County Circuit Court**, including petitions for injunctive or declaratory relief, and recovery of attorney's fees and costs under FOIA §11(i).

Please confirm receipt of this request and advise me of any clarifications or costs required for fulfillment. I am prepared to pay reasonable fees for the duplication or delivery of public records, provided such fees are disclosed and itemized in advance.

Sincerely,
Eric Olsauskas

From: Eric Olsauskas >
Date: Monday, June 30, 2025 at 9:27 AM
To: "cityclerk@cityofmarseilles.com" <cityclerk@cityofmarseilles.com>
Subject: FOIA Request – Identification of Personnel Responsible for FOIA Compliance per City Ordinance

Eric Olsauskas

Date: 30 June 2025
To:
Lesley Hart, City Clerk & FOIA Officer
City of Marseilles
cityclerk@cityofmarseilles.com

RE: FOIA Request – Identification of Personnel Responsible for FOIA Compliance per City Ordinance

Dear Ms. Hart,

Pursuant to the **Illinois Freedom of Information Act (5 ILCS 140)**, I am submitting this **formal request for public records**. This request is made in full recognition of my status as a recurrent requester under FOIA; however, this request is being made in good faith and in the interest of ensuring lawful and transparent operation of the City of Marseilles.

Records Requested:

1. **A complete list of all individuals (employees, elected officials, or agents)** designated by the City of Marseilles as responsible for responding to or processing Freedom of Information Act (FOIA) requests, whether primary or auxiliary, including the current FOIA Officer(s), designees, or alternates.
2. **All ordinances, policies, administrative directives, resolutions, or other written materials** that govern or document:
 - The delegation of FOIA responsibilities within the City of Marseilles;
 - The appointment or training of FOIA officers;

- Any internal procedures for handling FOIA requests;
 - The assignment of responsibility for searches, fulfillment, denials, or redactions of records.
3. **Any official correspondence, memos, or emails** between the Mayor, City Council members, City Clerk, Cantlin Law Firm, or city staff discussing FOIA roles, responsibilities, or changes in policy between **January 1, 2022 and the date of fulfillment**.

Format:

I request that these records be provided in digital format (PDF or searchable electronic format) via email or secure link, unless otherwise unavailable.

Legal Notice of Rights:

Under Section 3(d) and Section 11 of the Illinois FOIA (5 ILCS 140/3(d) & 140/11), the City is obligated to respond within **5 business days**, or **21 business days if extended under recurrent requester procedures**, with proper citation. Failure to comply with these statutory deadlines or to provide written denial with proper exemption citation may subject the City to a **binding review or action by the Public Access Counselor**, and/or **judicial review** in LaSalle County Circuit Court. I reserve all rights under **Section 11 of FOIA**, including injunctive or declaratory relief and attorney's fees if this request is unlawfully delayed or denied.

Please confirm receipt of this request, and advise of any anticipated costs or clarifications needed to expedite fulfillment.

Sincerely,

Eric Olsauskas