



NORTHERN MORAINE
W R D

**NOTICE REGARDING SUBMISSION AND PROCESSING OF
FREEDOM OF INFORMATION ACT REQUESTS
DURING THE TEMPORARY CLOSURE OF DISTRICT OFFICES**

Due to the ongoing Coronavirus Disease 2019 (COVID-19) pandemic and state of emergency declared by Illinois Governor JB Pritzker, the Northern Moraine Wastewater Reclamation District has temporarily closed its administrative office and drive-up window for business as of March 13, 2020 (the "**Closure Date**"). This action is an emergency measure in the effort to slow or stop the spread of COVID-19. This decision was made by District officials in order to comply with the directions and recommendations of federal, state, and local health officials. District administrative services may be unavailable, or available only on a limited basis, during this emergency temporary closure.

In particular, the closure of the District's administrative office for business precludes the District's FOIA Officer from receiving requests under the Freedom of Information Act, 5 ILCS 140 ("**FOIA**"), if submitted in person or by mail, and further limits the ability of both District personnel and members of the public to access District public records for inspection and copying. As a result, each day that the District's office is officially closed for business, beginning with the Closure Date, shall be deemed **not** to be a "business day" for purposes of receiving and processing public records requests directed to the District pursuant to FOIA. This will continue until the date that the District's administrative office is officially re-opened for business following the conclusion of emergency measures relating to the COVID-19 pandemic (the "**Re-Opening Date**").

To the extent that a FOIA request was received prior to the Closure Date, the calculation of the time for responding to each such request shall exclude the days from and including the Closure Date until the Re-Opening Date.

During the temporary closure of the District's office, FOIA requests may be submitted electronically **[via email to info@nmwrd.org or by mail to Northern Moraine WRD, PO Box 240, Island Lake, IL 60042**, and such requests will be deemed received by the District as of the Re-Opening Date. The District's FOIA Officer will thereafter process and respond to such requests in accordance with the FOIA law.

Further information regarding the temporary closure of the District's office and drive-up window and the District's response to COVID-19 is available on the District's website at <http://www.nmwrd.org/>.

Dated: March 16, 2020

NORTHERN MORAINE WRD

Mohammed M. Haque
FOIA Officer and District Manager



113 Timber Trail, PO Box
240, Island Lake, IL 60042



Phone: 847-526-3300
Fax: 847-526-3349



Email: info@nmwrd.org
Web: www.nmwrd.org