



Lake County Housing Authority
33928 North U.S. Highway 45
Grayslake, IL 60030



How to File a Freedom of Information Act Request For The Housing Authority of the County of Lake, Illinois (LCHA)

1. Please make your request for records in writing. LCHA does not require the completion of a standard form for this purpose. You may submit your written request by mail, fax, e-mail or in person. **Please direct your request to:**

FOIA Officer Valerie Rogers
Administrative Secretary
33928 North US Highway 45
Grayslake, IL 60030-1714

FAX (847) 223-1174
E-mail: vrogers@lakecountyha.org

Telephone/Voice (847) 223-1170 ext 263
TDD (847) 223-1270

2. Please be **as specific as possible** when describing the records you are seeking.
3. There is no fee for up to 50 pages of standard paper copies.
For pages beyond 50, there is a .15-cent-per-page charge.
4. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your electronic mail address.