

## **FREEDOM OF INFORMATION ACT (FOIA) Overview**

The purpose of the Freedom of Information Act is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials.

The principle mandate of the Act provides that each public body shall make available to any person for inspection, or upon submission of a written request, to provide copies of any requested records that are subject to disclosure under the Act. Not all records are subject to disclosure, and the Act provides a number of exemptions.

This Act is not intended to be used to violate individual privacy, nor for the purpose of furthering a commercial enterprise, or to disrupt the duly-undertaken work of any public body independent of the fulfillment of any of the rights of the people to access this information (5 ILCS 140/1).

### **Response Time on FOIA Requests**

All written requests shall be responded to within five (5) working days (5 ILCS/140/3) following the date the request is received, except in the instance when the request is for commercial purposes (Within 21 working days of receiving a request for commercial purposes Addison Township will: (1) provide a reasonable estimate of time needed to comply with the request along with an estimate of the fees which the requestor will be charged; (2) deny the request pursuant to a statutory exemption; (3) notify the requestor if the request is unduly burdensome and allow the requestor to revise the request to manageable proportions; or (4) provide the requested records.) The five (5) day count begins the day after the receipt of the FOIA request by the Department Head, or designee. The requestor may be notified of a five (5) day extension (working days) if the files are voluminous, at different locations, or if other reasons make it impossible to assemble and mail the request out within the normal five (5) day period.

### **Denial of FOIA Requests**

All Township employees are encouraged to provide available information when requested by the public. Information provided or denied under the FOIA, however, must conform to the legal requirements under the Act. Certain documents may be exempt from disclosure pursuant to specific sections in the Freedom of Information Act (5 ILCS 140/3(g);7;7.5).

When a public body denies a request for public records, that body must, within five (5) working days, or within any extended compliance period provided for in the Act, notify the person who made the request, by letter, of the decision to deny the request. The letter must explain the reasons for the denial, and give the names and titles of all persons responsible for the denial.

### **Request Information Under Freedom of Information Act (FOIA)**

#### **Instructions for Requesting Information and Public Records**

1. Please make your request for records in writing. You may submit your written request by mail, fax, or in person.
2. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions.
3. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to do either.
4. For black and white, letter or legal sized copies, the first 50 pages are free, unless a different fee is otherwise fixed by statute. Any additional pages will be charged at 15 cents per page. Color and abnormal size copies will be charged the actual costs of copying.
5. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request". In addition, you must include a specific explanation as to why your request for information is in the public interest – not simply your personal interest – and merits a fee waiver.

6. Please include your name, preferred telephone number (s), mailing address, and, if you wish, your electronic mail address.

FOIA Officer Contact Information

Pamela Joy Moretti

Addison Township Clerk

401 N. Addison Rd.

Addison, IL 60101

[PamM@addisontownship.com](mailto:PamM@addisontownship.com)

Phone: 630-530-8161 Ext. 148

Fax: 630-279-5258