

Village of Alsip

Freedom of Information Act (FOIA)

ADMINISTRATION - FOIA PROCEDURES

Purpose

These procedures are intended to implement the provisions of the Freedom of Information Act (5 ILCS 140/1 et seq.; P.A. 83-1013, effective July 1, 1984, as amended). The Village of Alsip supports the policy of providing public access to the public records in the possession of the Village while, at the same time, protecting legitimate privacy interests, and maintaining administrative efficiency and operational priorities.

Requesting Public Records

Requests for public records shall be submitted to the Village Clerk or his designee at the Village of Alsip, 4500 W. 123rd Street, Alsip, Illinois 60803. In accordance with the Freedom of Information Act (FOIA), such requests shall be made in writing, either on a form provided by the Village or in letter form from the requester. The following must be included in a request for public records:

- 1.) The requester's full name, address and telephone number;
- 2.) A description of the records sought, being as specific as possible; and
- 3.) Whether the request is for inspection of records, copies of records, or both.

Oral requests may be considered and will be handled expeditiously. However, the required response times and the appeal procedures contained in the FOIA and these procedures do not apply to oral requests.

Village Response

A. The Village shall respond to a written request for public records within 7 working days after the receipt of such request.

B. The Village may give notice of an extension of time to respond which does not exceed an additional 7 working days, or a total of 14 working days from the written request. Such an extension is allowable only if written notice is provided within the original 7 working day time limit and only for the reasons provided in Section 3(d) of the FOIA (5 ILCS 140/3(d)). Such notice of extension shall state the reasons why the extension is necessary and be in the format as shown on Appendix A (attached).

C. The Village shall respond to a request for public records in one of the following ways:

- 1.) Approve the request;
- 2.) Approve in part and deny in part;
- 3.) Deny the request;
- 4.) Give notice of an extension; or
- 5.) Provide an opportunity for a conference.

D. Upon approval of a request for public records, the Village may either provide the materials immediately, give notice that the materials shall be made available upon payment of reproduction costs, or give notice of the time and place for inspection of records.

E. Categorical requests creating an undue burden upon the Village shall be denied only after extending to the requester an opportunity to confer in an attempt to reduce the request to manageable proportions in accordance with Section 3(f) of the FOIA (5 ILCS 140/3 (f)). Format letter for this procedure is at Appendix B (attached).

F. A denial of a request for public records shall be made in writing. It shall state the reasons for the denial in accordance with either Section 3(f) or Section 7 (5 ILCS 140/7) of the FOIA and the names and titles of individuals responsible for the decision. It shall also give notice of the requester's right to appeal to the Mayor within 7 working days. Format letter for denial is at Appendix C (attached).

G. Copies of all denials will be retained in the Village Clerk's office and indexed according to the type of exemption asserted. Copies of all requests will be retained in the Village Clerk's office and indexed according to the types of records requested.

Appeal of a Denial

A. A requester whose request has been denied by the Village may appeal the denial to the Mayor. The notice of appeal shall be made in writing and sent to:

Mayor
Village of Alsip
4500 W. 123rd Street
Alsip, Illinois 60803

The notice of appeal shall include a copy of the original request, a copy of the denial received by the requester, and a statement of the reasons why the appeal should be granted.

B. The Mayor shall respond to an appeal within 7 working days after receiving notice thereof. The Mayor shall either affirm the denial or provide access to the requested public records. A notice of denial of an appeal by the Mayor shall inform the requester of his/her right to Judicial review under Section I I of the FOIA (*5 ILCS 140/11*).

Copying and Inspection of Public Records

A. Copies of public records shall be provided to the requester only upon payment of any charges which are due. Charges may be waived in any case where the Village determines that the waiver serves the public interest.

B. Inspection of public records will be conducted during normal business hours at the Village of Alsip. For purposes of convenience, the Village and/or requester may request that inspection take place in another Department office location. An employee of the Village may be present through the inspection. A requester may be prohibited from bringing bags, brief cases, or other containers into the inspection room. Documents which the requester wishes to have copied shall be segregated during the course of the inspection. All copying shall be done by Village employees.

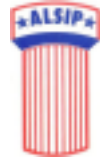
C. Duplication fees are as follows:

- \$.25 per page for 8 1/2 x 11, 8 1/2 x 14, 11 x 17;
- \$.40 per square foot for any plan size document page;
- \$ 1.00 per square foot for blueprint; and
- \$ 3.00 per square foot for copies of blueprints.

D. Certification fees are \$ 1.00 per page.



Village of Alsip
4500 W. 123rd Street
Alsip, Illinois 60803



REQUEST FOR EXAMINATION OR COPY OF INFORMATION

Date of Request

REQUESTOR INFORMATION

Name

Address

City, State Zip Code

Telephone Number

INCIDENT INFORMATION

Number

Date / Time

Description

Location

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, the undersigned applicant, do hereby certify that the within application which I have made for public documents is not intended to be used by me or any agent or principal of mine to be used to violate individual privacy nor for the purpose of furthering a commercial enterprise or to disrupt the duly undertaken work of the governmental authority of the VILLAGE OF ALSIP.

applicant's signature

Received by the VILLAGE OF ALSIP

By : _____ Date : ___/___/___
village clerk

I, the undersigned, do hereby certify that copies of the above-requested information, all that is on record and all that is not exempt by the Freedom of Information Act, has been compiled by _____ (*name and title*) and is available at the Village Hall this ___ day of _____ 20__.

Notified by telephone mail _____ Date ___/___/___
signature

RECEIPT

I, _____, have received copies of the attached information plus a copy of my original request, which I acknowledge by my signature (*each copy must be signed and dated*).

signature