

## Freedom of Information Policy

### Requests for inspection or copying of records—

- **procedures;**
- **appeal rights;**
- **fees**

(a) Persons desiring to inspect or obtain copies of Village records under the Illinois Freedom of Information Act shall complete a request form as provided by the Village and submit the form to the Village Clerk or the Deputy Village Clerk, or to the Chief of Police if police department records are sought.

(b) The fee charged for copies of Village records, files, ordinances, documents, or other information retained by the Village, shall be as set forth by statutes of the State of Illinois. Where no statutory fee has been established, the following schedule shall apply:

1. Standard (8 1/2" x 11") or legal (8 1/2" x 14")	\$0.25/page (single side)
2. Standard copies (11" x 17")	\$0.35/page (single side)
3. Photographs or video tapes	Cost of reproduction plus staff service time at \$20 /hr + mileage
4. If the Village uses a copy service to copy requested records	The amount charged the Village by the copy service plus staff service time at \$20/hr + mileage

(c) Decisions to deny, in whole or in part, any request for records under the Freedom of Information Act may be appealed to the Village President by filing a written Notice of Appeal within seven working days from the date of receipt. The notice of appeal shall be in writing and shall include a copy of the request, a copy of the denial received, and a statement of any reasons for which the person believes the denial should be reversed and the request granted. The President may affirm, reverse or otherwise modify such decisions within seven working days after a complete and proper notice of appeal has been filed. If the decision to deny a request, in whole or in part, is made or affirmed by the Village President, such decision may be appealed to the Circuit Court within thirty days. Failure to timely appeal a denial as provided herein to the President or the Circuit Court shall render such decision final.

(d) The Village President may establish rules and regulations consistent with this policy including but not limited to the processing of requests for records and appeals.

(e) A records fee waiver or reduction may be authorized whenever the Village President determines that such waiver or reduction is in the public interest.

(f) Those officials identified in this policy may assign any of these responsibilities to other Village staff members as required to ensure administration of this policy.