

*Village of
Machesney Park*



Freedom of Information

*Procedure for Requests
Updated March 15, 2018*

VILLAGE OF MACHESNEY PARK



FREEDOM OF INFORMATION REQUESTS

It is the policy of the Village of Machesney Park to fill all requests for public documents in accordance with state law. Most requests will be processed within five days from date of receipt of the request. However, if the request require coordination with outside contractors, research or are unusually large, the Village will request additional time to respond within the time period allowed by law. Requests of a commercial nature are subject to different regulations which extend the response time permitted by law. It is the policy of the Village to ensure that all requests are properly and promptly completed.

Requests for access to public information must be made in writing. For your convenience, we have a Request for Public Records form that may be used. It is available on-line or in the Village Clerk's Office. Requests may be submitted in person at Machesney Park Village Hall, by mail to 300 Roosevelt Road, Machesney Park, IL 61115 or electronically to clerk@machesneypark.org.

All requests for records should be submitted to the Village Clerk's Office. The Village Clerk serves as the Village's Freedom of Information Officer. The request will be forwarded for response to the Village Department responsible for the information being requested.

Original documents may be viewed at no cost. There is no charge for copying less than fifty (50) pages of documents, in either legal or letter size. Copying charges are fifteen (\$0.15) cents per side per page over fifty (50) pages, and \$0.50 per side for color copies. Additional charges are imposed for large format copies, certain electronic media, certified copies or color copies, if available.

To further assist with your request, the Village lists Categories of Records available, by department, as well as a Village Summary regarding its governmental structure, offices and process for public records access requests.

SAMPLE LISTING OF PUBLIC RECORDS AVAILABLE UPON REQUEST

(Subject to any and all applicable exemptions)

Administration. Sales tax receipts; liquor license fees; other license fees; salary schedules; administrative memoranda; correspondence received by Village; correspondence sent from Village; bidding specifications; Annual Village Budget; Annual Audit; Annual Treasurer's Report; Board policies; administrative rules and regulations; emails; personnel code; personnel files; office equipment; insurance; capital equipment; legal notices; newspaper articles; worker's compensation records; Village vehicles; Village liens.

Village Clerk. Board agenda and minutes; resolutions; ordinances; Municipal Code; agenda and minutes of committee and commission meetings; consultant contracts; contracts for capital equipment, office supplies and equipment; street maintenance and repairs; street striping; forestry; building cleaning; mosquito control; snow and ice control; garbage and recyclables; yard waste; police contracts; official bonds.

Building and Zoning. Fees for building and zoning permits; building inspection reports; building permits; Village maps; flood maps; comprehensive zoning plan; comprehensive plan maps; zoning ordinances; building ordinances; real estate.

VILLAGE OF MACHESNEY PARK



FREEDOM OF INFORMATION ACT RULES AND REGULATIONS **5 ILCS 140 *et seq.***

PROCEDURE FOR REQUESTS AND FEE STRUCTURE

The following information is being provided pursuant to Section 3 (d) of the Illinois Freedom of Information Act, 5 ILCS 140 *et seq.*

All requests to inspect, copy or certify public records of the Village of Machesney Park must be submitted to the Village in writing. The Village encourages requesters to submit their requests on a form available at Village Hall and on the Village's website. The Village will review all written requests in any form. The Village will review and respond to each written request in a manner consistent with the Illinois Freedom of Information Act.

Requests shall be submitted to:

Freedom of Information Officer
Village of Machesney Park
300 Roosevelt Road
Machesney Park, Illinois 61115
Phone: (815) 877-5432
E-mail: clerk@machesneypark.org

Fees for copies of records are as follows per 5 ILCS 140/6:

Black and white copies (letter or legal size)	No charge for 1 st 50 pages \$0.15 per side per page thereafter \$.50 per side per page for color
Certification	\$1.00 each
Maps (zoning, comprehensive plan or others)	\$30.00/large, \$15.00/small
Village Code Book	\$95.00 for entire book
Comprehensive Zoning Plan/Book (one-sided)	\$110.00 for entire plan/book
Mailing	Actual cost of postage
CD or USB Drive	Actual cost of CD/USB drive

All fees must be paid prior to release of public records. Documents are furnished free of charge or at a reduced rate if:

A reduction or waiver of fees is in the public interest in that it is for the health, safety, welfare or legal rights of the general public; and it is not for the principal purpose of personal or commercial benefit.

The Village of Machesney Park will respond to every request within five (5) days from the date of receiving the request unless the Village requires an extension pursuant to Section 3(d) of the Act. If an extension is requested or a request is denied, the Village will notify the requester in writing stating the specific reason or reasons for the extension or denial.



OFFICE USE ONLY
Date Received Stamp

REQUEST FOR PUBLIC RECORDS

Requestor: _____

Address: _____

Telephone: _____ Email: _____

Description of Requested Record: _____

Please indicate if the requested records are for a **commercial purpose**: Yes ___ No ___

Please indicate if you wish to inspect the above-captioned records (mark all that apply) or would like copies¹ and if the documents must be certified.

Inspection B/W Copy (\$.15/side/page) Color Copy (\$.50/side/page) Electronic (if available) Certified (\$1.00)

TO BE COMPLETED BY VILLAGE:

Response Due Date: _____

Request Received by (Employee/Department):	Date:	Request Forwarded to (Employee/Department):	Date:

Please indicated if the requested information was approved or denied: Approved ___ Denied ___

SUMMARY OF RESPONSE (*attach all correspondence and copies*):

Name and title of responding employee: _____

Date returned to FOIA Officer: _____ Date of response by FOIA Officer: _____

Manner of response: _____ Receipt acknowledged (If Certified): _____

¹The Village of Machesney Park complies with all State laws regarding copyrights, provision of records, and copying costs.