

10 N. Water Street
847-742-5780
847-742-3253 Fax

Village of South Elgin
Department of Administration

Hours of Operation
Monday - Friday
8:30 am - 5:00 pm

www.southelgin.com

FREEDOM OF INFORMATION ACT
RULES AND REGULATIONS

These rules and regulations include the procedures, instructions, and forms for requesting public records from the Village of South Elgin under the Illinois Freedom of Information Act (ILCS Chapter 5 Act 140 Sections 1 et seq "Act").

The Village will respond to written requests for inspection, copying, or certification of public records in accordance with the Act, these rules, and any other applicable law. Generally, the Village will provide public records for inspection or copying as requested except for records that are specifically exempt from disclosure by Act or other applicable law.

Requests and other communications relating to public records may be emailed to foiaofficer@southelgin.com or may be mailed to a Freedom of Information Act Officer at Village of South Elgin, 10 N. Water Street, South Elgin, IL 60177. For records specifically related to the Police Department, please email to pdrecords@southelgin.com.

Requests will be responded to within 5 business days, unless the request is for a commercial purpose. The time frame for responding to a commercial request is 21 days. It is a violation of the Act to knowingly obtain a public record for a commercial purpose without disclosing that information to the public body if requested. Staff will respond by: providing the record; providing an estimate of the time required to provide the record and the estimated cost for same; denying the request pursuant to an applicable exemption; or notifying the requester that the request is unduly burdensome and the scope may need narrowing.

Business hours of the Village are 8:30am to 5:00pm; business days are any day Village offices are open and staffed for regular public business. Business days are generally Monday through Friday with the exception of holidays in which the Village is closed. The business day that the request is physically received by the Village is the receipt date. Any request received after the close of business or on a non-business day will be deemed to have been received by the Village on the next business day.

Except when a fee is otherwise fixed by State Statute, the Village will charge fees reasonably calculated to reimburse its actual cost for reproducing the records. Color copies, copies in sizes other than letter or legal; or records requested in disc, diskette, tape or other electronic format will be released upon payment of the costs of reproducing the records. No fees will be charged for the first 50 pages of black and white, letter or legal sized copies. Additional copies will be released upon payment of the Village's customary charge of \$.15 per page pursuant to Section 38.16 Rules and Regulations of the Village Code of Ordinances.

In the case of a denial, each response will set forth all of the grounds and reasons for the denial and will notify the requestor of his or her rights to seek review of the denial by the Public Access Counselor under Section 11 of the Act.

The Village is under no obligation to create new records that are not already maintained under the Act.