



City of Danville  
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# Freedom of Information Request

Under the Illinois Freedom of Information Act (§5 ILCS 140/7)

PLEASE PRINT

NAME OF REQUESTER: \_\_\_\_\_

REQUEST SUBMITTED BY: \_\_\_\_\_ EMAIL \_\_\_\_\_ U.S. MAIL \_\_\_\_\_ FAX/PHONE \_\_\_\_\_ IN PERSON \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PERSON OR ENTITY REPRESENTED: \_\_\_\_\_

PUBLIC RECORD(S) REQUESTED (Provide names, addresses, dates, and any other information which will aid in responding to your request):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE SEND THE INFORMATION AS: \_\_\_\_\_ ELECTRONIC COPIES \_\_\_\_\_ PAPER COPIES

DO THE DOCUMENTS NEED TO BE CERTIFIED? YES \_\_\_\_\_ NO \_\_\_\_\_

IS THIS REQUEST FOR A COMMERCIAL PURPOSE? \_\_\_\_\_ YES \_\_\_\_\_ NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purpose without disclosing that it is for commercial purpose.)

UNLESS OTHERWISE NOTED, YOUR REQUEST FOR PUBLIC RECORDS WILL BE COMPILED WITHIN FIVE WORKING DAYS. PLEASE SUBMIT FOIA REQUESTS TO THE CITY CLERK'S OFFICE AT THE ADDRESS ABOVE. E-MAIL & FAX ARE ACCEPTED.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

ACKNOWLEDGEMENT OF RECEIPT: I acknowledge that the City of Danville has provided me with the above information.

\_\_\_\_\_  
 PRINTED NAME

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

**OFFICE USE:**

DATE RCVD. \_\_\_\_\_ RCVD. BY \_\_\_\_\_ FOIA# \_\_\_\_\_

DATE RESPONSE DUE \_\_\_\_\_ DATE EXTENSION DUE \_\_\_\_\_

# PAGES \_\_\_\_\_ (1<sup>ST</sup> 50 pages free) PD\$ \_\_\_\_\_ # PAGES CERTIFIED \_\_\_\_\_ (\$1.00 per document) PD\$ \_\_\_\_\_

## ACCESS TO PUBLIC RECORDS

### § 30.60 SUMMARY OF PURPOSE.

(A) The Illinois Freedom of Information Act, ILCS Ch. 5, Act 140, requires all public bodies, as that term is defined therein, to make non-exempt public records available for inspection and copying. The City strives to comply with this law and endorses the fundamental concept that all persons are entitled to full, accurate, and complete information regarding the affairs of the City and its official acts and policies. In determining the parameters of public access to information, the City also understands its obligations to protect legitimate privacy interests and maintain the efficiency and security of its administrative operations.

(B) This policy governing access to public records is established to implement the provisions of the Freedom of Information Act. (ILCS Ch. 5, Act 140). Pursuant to Section 3 of the Act, the City shall have the authority to promulgate rules and regulations pertaining to the availability of records and procedures to be followed in conformity with the provisions of the Act. The rules established in this subchapter are intended to serve as procedural guidelines for implementing and complying with the Act.

*(Ord. 8203, passed 10-2-01; Am. Ord. 8684, passed 1-5-10)*

### § 30.61 DEFINITIONS.

Terms used in this subchapter shall have the same meaning as in the Freedom of Information Act.

**“ACT.”** The Freedom of Information Act pursuant to ILCS Ch. 5, Act 140.

**“FOIA.”** The Freedom of Information Act.

**“FOIA OFFICER.”** The City Clerk or his/her designee, and the Police Technical Services Administrator or his/her designee.

**“REQUESTER.”** A person who submits a request for public records in accordance with this subchapter.

*(Ord. 8203, passed 10-2-01; Am. Ord. 8684, passed 1-5-10)*

### § 30.62 PROCEDURES FOR REQUESTING PUBLIC RECORDS.

(A) Requests for the inspection and copying of non-exempt public records pursuant to the Act may be made in person, between the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Monday through Friday, except on holidays, as the following locations:

(1) Requests for Police Division information shall be submitted to the following address:

**Danville Police Division  
c/o Technical Services Administrator  
2 E. South St.  
Danville, IL 61832**

(2) Requests for all other information pertaining to the City and its committees, sub-committees, boards and commissions shall be submitted to the following address:

**Office of the City Clerk  
17 W. Main  
Danville, IL 61832**

(B) The City shall also accept FOIA requests received via facsimile, electronic mail, and through the United States mail. The City shall only be responsible for responding to requests that it actually receives and shall not be responsible for transmission or delivery errors for FOIA requests that are submitted through these alternative means. Any FOIA requests received by the City after normal business hours, as set forth in subsection (A) above, shall be considered received on the following business day.

*(Ord. 8203, passed 10-2-01; Am. Ord. 8684, passed 1-5-10)*

§ 30.63 FORM AND CONTENT OF REQUESTS.

(A) All requests for public records must be made in writing, preferably on a City FOIA form. If a requester is unable to obtain one of these forms, the City will accept any legible written request, provided such request is clearly and concisely stated.

(B) The requestor shall provide the following information in a request for public records:

- (1) The requestor's full name, address and phone number;
- (2) A brief description of the public records sought, being as specific as possible; and
- (3) Whether the request is for inspection of public records, copies of public records, or both, as well

was whether the requestor desires the record to be certified.

(C) To ensure that each FOIA request is acted upon in a complete and timely fashion, the requestor shall ensure that the public record sought is clearly identified in his or her request. Requestors should provide as much information about the requested records as possible, such as the type of record, approximate date of the record, the department where the record may be located, and any other details that will assist in locating the specific record sought.

(D) If the request is made for a commercial purpose, the requestor must disclose that fact to the City at the time the request is made. It is a violation of the Act to knowingly obtain a public record for a commercial purpose without such disclosure.

*(Ord. 8203, passed 10-2-01; Am. Ord. 8684, passed 1-5-10)*

§ 30.64 PROCEDURES FOR PROVIDING RECORDS TO REQUESTORS.

(A) Generally, public records will be made available for inspection at the Office of the City Clerk, located at Municipal Building, 17 W. Main, Danville, IL 61832, or at the Police Division located at 2 E. South St., Danville, IL 61832 during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. Unless otherwise arranged, the inspection of records shall take place at each respective office where the records may be located.

(B) Inspection and Copying of Records. During any inspection of records, a requestor shall be prohibited from bringing bags, brief cases or other containers into the inspection room. Documents that the requestor wishes to have copied shall be segregated during the course of the inspection. An employee of the City shall be present throughout the inspection. All copying shall be done by a City employee.

(C) Copies of public records shall be provided to the requestor only upon payment of any charges that are due.

(D) Charges for copies of public records shall be assessed in accordance with § 30.65, or as updated from time to time.

Charges may be waived in any other case where the City Clerk, or the designee, determines that the waiver serves the public interest, pursuant to Section 6 of the Act.

*(Ord. 8203, passed 10-2-01; Am. Ord. 8684, passed 1-5-10)*

§ 30.65 FEE SCHEDULE.

(A) Pursuant to Section 6 of the Act, the City is authorized to charge reasonable fees for the duplication and certification of public records produced in compliance with FOIA requests. Unless otherwise waived pursuant to the Act, copying fees must be paid in advance of the records being made available to the requestor. Fees are as follows:

Police Department Reports:

Accident Reports \$ 5.00

Maps:

GIS (Computer Generated) Maps

8.5 x 11 Black & White \$.50

8.5 x 11 Color \$1.00

17 x 11 Black & White \$1.00

17 x 11 Color \$2.00

24 x 24 Black & White \$2.00

24 x 24 Color \$4.00

42 x 42 Black & White \$4.00

42 x 42 Color \$8.00

Municipal Code \$375.00

Supplements to Code \$ 25.00

Photocopies:

Black & White Print,

8.5 x 11 or 11 x 14 per page \$.15

Black & White Print,

11 x 17, per page \$.20

Color Print,

8.5 x 11 or 11 x 14, per page \$.25

Color Print,

11 x 17, per page \$.30

Certification: \$ 1.00

Mailing Fee: Actual Postage

Computer/Audio Tape: Actual Cost of Material

(B) Requestors shall be furnished with the first fifty (50) pages of letter or legal, black and white copies at no charge. Fees will not be waived for the first fifty (50) pages of colored copies or copies exceeding 8.5" x 14" in area, unless a waiver of fee reduction is granted by the FOIA Officer as a means of furthering the public interest.

(C) Fees to copy blueprints, oversized documents, pamphlets, manuals and any other records which are to be copied by an outside service shall be based on the actual costs incurred by the City. Information regarding these fees will be provided to the requestor before copying.

(D) Additional fees for certain records may apply if fixed by statute or as may be allowable by law.  
(Ord. 8203, passed 10-2-01; Am. Ord. 8579, passed 3-18-08; Am. Ord. 8684, passed 1-5-10)