

## **ILLINOIS FREEDOM OF INFORMATION ACT (5 ILCS 140/1) PROCEDURE**

Pursuant to the fundamental philosophy of the American constitutional form of government, it is declared to be the public policy of the State of Illinois that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest.

– **Illinois Freedom of Information Act, 5 ILCS 140/1.**

It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business.

– **Illinois Open Meetings Act, 5 ILCS 120/1.**

The Illinois Freedom of Information Act (FOIA) is designed to ensure that the public has access to information about their government and its decision-making process. The following procedures have been put in place to ensure that residents can obtain information about the library.

Submit a written request which includes the following information: name, email address, the date, and a daytime phone number. The description of the information sought should include sufficient detail so that the library can find the requested records. Providing as much information as possible will expedite the search process. Requests may be submitted by mail, personal delivery, or email.

Requests should be directed to:

Primary Officer – Ridgeway Burns, Library Director/FOIA Officer.  
Email FOIA@itascalibrary.org  
Secondary Officer – Gail Herff, Business Manager/FOIA Officer.  
Email FOIA@itascalibrary.org

The library is located at 500 W. Irving Park Rd. Itasca, IL 60143

Please specify whether the records requested are to be inspected at our office or to be copied. If you desire that any records be certified, please specify which ones.

If inspected, a library employee must be present throughout the inspection.

Records will be made available for inspection by appointment Monday through Friday, 9:30 a.m. – 4:00 p.m. (excluding holidays) at:

Itasca Community Library  
500 West Irving Park Road  
Itasca, IL 60143  
630-773-1699

Fees for the actual cost of reproducing the requested records will be charged as follows: For traditional black and white, letter or legal-sized copies, the first 50 pages are free.

Additional pages are 10¢ each. Color copies on letter or legal-sized paper are 50¢ each.

For abnormal size copies the actual cost of photocopying will be charged.

If the requested records are provided in electronic format, the actual cost of the media used to store the records (disc, drive, etc.) will be charged.

The requestor will be notified in advance of the fees and must pay any fees before the records are released.

The office will respond to a written request within 5 business days of receipt of the request. An extension of an additional 5 business days, as allowed by statute, may be necessary to properly respond. If such an extension is necessary, the library will notify the requestor in writing of the statutory reasons for the extension and when the requested information will be produced.

A “business day” is a regular day of the week (Monday through Friday). Saturdays, Sundays and state holidays are not business days and cannot be counted in the 5 day time period.

If a request is denied, the requestor will be informed in writing. The denial letter must be in writing and reference a specific legal reason under FOIA to justify the non-disclosure. The denial also must inform the requestor of the right to seek review of the issue by the Attorney General’s Public Access Counselor, as well as the right to seek judicial review by filing a court case.

If the library intends to deny a request under the “invasion of privacy” or “preliminary draft” exemptions, it must notify the Public Access Counselor and seek pre-approval before denying the request.

**Certain types of information maintained by the library are exempt from inspection and copying pursuant to statute. These include:**

A. Private information – unique identifiers such as an individual’s social security number, medical records, personal financial information, etc.

B. Personal information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy.

C. Law enforcement records that, if disclosed, would interfere with a pending or contemplated proceeding or that would disclose the identity of a confidential source.

D. Information that, if disclosed, might endanger anyone’s life or physical safety.

E. Preliminary drafts or notes in which opinions are expressed or policies are formulated, unless the record is publicly cited and identified by the head of the public body.

F. Business trade secrets or commercial or financial information that is proprietary, privileged or confidential and disclosure would cause competitive harm to the person or business.

G. Proposals and bids for any contract, until a final selection is made.

H. Requests that are “unduly burdensome.”

**IV. The following types or categories is information available on the Library's website and are can be accessed without a FOIA request.**

- A. Operating budgets
- B. Annual audits
- C. Agenda & Minutes of the Board of Trustees Meetings
- D. Policies
- E. Treasurers Report

Approved 10/19/2021