

Freedom of Information Request Procedures

Procedures:

The Freedom of Information Act, 5 ILCS 140/3 et seq., is the principal Illinois Statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person. Exceptions are provided to insure the confidentiality of certain types of sensitive public records.

Persons desiring to inspect or receive copies of City records must submit a request in writing or may complete a FOIA REQUEST FORM.

Forms are available at

- * City Hall, 4200 West 183rd Street 708-798-2616
- Police Department, 3700 W. 175th Place 708-798-3191
- Fire Station #1, 4350 W. 183rd Street 708-798-3270
- Fire Station #2, 4520 West 175th Street 708-798-8493
- Operations Center, 18300 Marycrest Drive 708-798-3392
- Community Recreation Center, 4701 W. 179th Street

In addition, forms are available on the City's website @www.countryclubhills.org. In addition, forms may be requested and submitted via e-mail to dmcilvain@countryclubhills.org or by fax to 708-798-7352.

All requests for records must be received during normal business hours of the general administrative offices of the City (Monday through Friday between the hours of 8:00 am and 5:00 pm excluding holidays). Requests submitted electronically after normal business hours will be considered by the City on the next business day.

Upon receipt of a general request, the City will respond within five working days of the date of the request.

Fees:

- Standard black & white copies of records - 1st 50 pages free. Remaining copies are .15 per page.
- Color copies of records of copies in a size other than letter or legal - .15 per page
- Maps, photographs, CD's, DVDs, etc: Actual cost of reproduction

Appeals:

Appeals must be submitted to the Public Access Counselor:

Public Access Bureau
Office of the Attorney General
500 S. 2nd Street
Springfield, Illinois 62706
217-558-0486
publicaccess@atg.state.il.us

4200 Main Street
Country Club Hills, IL 60478

(708) 798-2616
Fax: (708) 798-7352



Date/Time Received _____
Response Due By _____
Received By _____
FOIA # _____

CITY OF COUNTRY CLUB HILLS
FOIA REQUEST FORM

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Person or Entity Represented: _____

Public Records requested (Please describe as specifically and accurately as possible the document(s) or record(s) requested): _____

Is request to be used for Commercial purposes? _____ Yes _____ No

I hereby certify and affirm that the above information is true and correct and that I have read and understand the City of Country Club Hills policies and procedures governing disclosure of public information, including, but not limited to, my rights to appeal denials and time limits thereof.

Signature of Requester

Date of Response _____ Office Use Only
Referred to: _____ Rspnse due by _____ Extension Required ___ Yes ___ No
Type of Extension _____ Statutory _____ Mutual Due Date after Extension _____
Type of Response: _____ Approval _____ Partial Approval _____ No Records _____ Denial
_____ PAC Approved Denial
Date of Response: _____