

Freedom of Information Act

Freedom of Information Act (FOIA) - Inspection of Public Records Procedures.

The Freedom of Information Act, 5 ILCS 140/1 et seq., is the Illinois Statute governing the inspection of public records. This Act provides for public inspection of records in the possession of the Northwest Central Dispatch System. Exemptions are also provided to ensure the confidentiality of certain records.

To Obtain Information:

When possible, requests for information should be in writing on the form provided by the System. The request can be mailed, faxed, e-mailed or delivered in person to the System. Unless the requested information falls within an exemption or the volume of information requested is unduly burdensome, the information will be provided for inspection or copying. Certified copies are available on request.

The System will respond to requests for information within 5 business days (a business day is Monday through Friday and does not include Saturday, Sunday or legal holidays) for non-commercial requests and within 21 business days for commercial requests (Commercial requests are requests where the information requested will be used, in any form, for sale, resale, or solicitation or advertisement for sales or services). The response will be one of the following:

1. Grant the request
2. Deny the request
3. Notice that the request is unduly burdensome
4. Request additional time to respond and provide reasons for delay and date when response will be provided 5.
Grant in part and deny in part
6. Notice of intent to deny personal information or a preliminary draft
7. Notice that the System does not maintain the information requested

When requests are denied in whole or in part, the requester may appeal the decision. Appeals should be made within 60 days in writing, signed by the requester, should include a copy of the FOIA request and any responses from the System and must be addressed as follows:

- By US Mail:
Public Access Bureau Office of the Attorney General
500 S. 2nd Street
Springfield IL 62706 • By
e-mail:
publicaccess@atg.state.il.us

Categories of Records that may be obtained without a FOIA Request:

- Board Meeting Agendas
- Board Meeting Minutes
- Annual Budget
- Annual Audit Report

Fees

All requests obtained through the Freedom of Information Act shall be subject to the following fees:

- 8-1/2" x 11" and 8-1/2" x 14" copies up to 50 pages: No Fee
- 8-1/2" x 11" and 8-1/2" x 14" copies over 50 pages: \$0.15
- CD: \$1.00
- DVD: \$1.00

All requests requiring outside duplication services will be charged at actual cost for the duplication.

Prices are subject to change without notice. **FOIA Officer for the South Lyons Township Sanitary District**

Michael Grace
Board President
South Lyons Township Sanitary
District
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Information about our purpose, office location and staffing can be found at: <http://www.sltsd.com>

