

Guide to the Illinois Freedom of Information Act (FOIA)

<https://foiapac.ilag.gov/>

"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." 5 ILCS 140/1

The County of Bond observes the State of Illinois statutes regarding FOIA requests. This Act insures 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.

This Act is not intended to be used to violate individual privacy, nor for the purpose of furthering a commercial enterprise, or to disrupt the duly-undertaken work of any public body independent of the fulfillment of any of the rights of the people to access information.

Unless information falls within an express statutory exemption, it must be disclosed under FOIA (5 ILCS 140/1).

FOIA Officers Bond County:

Bond County Treasurer Colleen Camp
206 W. Main St Greenville, IL 62246
Phone: (618)-664-0618
Fax: 618-690-2295
E-mail: foiarequest@bondcountyl.gov

Bond County Sheriff Dept – Mary Essenpreis
403 South Second St
Greenville, IL 62246
Phone: (618) 664-2151
Fax: (618) 664-4689
E-mail: foiarequest@bondcountyl.gov

Bond County Health Dept – Wendy White
1520 S. Fourth St
Greenville, IL 62246
Phone: (618) 664-1442 ext 135
Fax: (618) 664-2261
E-mail: wendy.white@bchd.us

• HOW TO SUBMIT A FOIA REQUEST

You should begin by writing down a list of the information you are seeking. Then prepare a letter or email to that office or to the Bond County FOIA Office.

It is helpful if your correspondence includes your contact information so that we can contact you if we have any questions. Be sure to describe the information you are seeking with sufficient detail so that we can find the requested records. Also include the date of our request.

FOIA request can be submitted on any paper. For your convenience, there is a sample FOIA form available online or in our office at 206 W. Main St. Greenville, IL 62246. FOIA request can be mailed, emailed or brought to the office you are seeking information from or to the Treasurer's office.

• FEES

Can Bond County charge for copies?

Yes, but the fees are limited. For black and white, letter or legal sized copies (8 1/2 x 11 or 8 x 14), the first 50 pages are free, and any additional pages can cost no more than 15 cents a page. For color copies or abnormally sized copies, the public body can charge the actual cost of copying.

Can Bond County charge for electronic copies?

Yes, but only the actual cost of the recording medium. For example, if information is furnished on a flash drive, the public body may only charge the requester the actual cost incurred to purchase the flash drive. If a public body treats a FOIA request as voluminous, then it may charge certain fees based on megabytes of data provided, as detailed in the law.

Is it possible for Bond County to waive the copying fees?

Yes. Public bodies may, but are not required to, waive or reduce copying fees if the requester states the specific purpose of the request and indicates that disclosure is in the public interest. A waiver or reduction may be available if:

- The purpose of the request is to access and disseminate information on the health, safety and welfare or the legal rights of the general public;
- No personal or commercial benefit will be received from document disclosure.

Bond County Departments and records they maintain:

911/Emergency Department - Meeting minutes, 911 calls

Animal Control - Reports of animals picked up

Circuit Clerk - Records are subject to court order

Coroner - Master case logs and fees collected, Death Investigations, Cremation permits, Invoices for fees, Personnel files of deputy coroners, Correspondence, Grants of Coroner Office, MOU with other entities for Coroner Office, Hospice notifications, Budget worksheet, Training and meeting agenda's, Coroner's Monthly report to County Board, Annual Statistical reports

County Board - Minutes and Agendas of meetings, Resolutions

County Clerk - Election Results and Information, Tax Levy and Extension Information, Back Tax Information, Accounts Payable

Health Department - Health Department Personnel, Health Department Financial records, Clinical records, Compliance records, Environmental records

Highway Department-Road maintenance records, Bridge maintenance records

Probation - Records are subject to court order

Public Defender - Record are subject to court order

Sheriff-Disposal records and Applications, Correspondence, Employment Applications, Bank Statements, Cash Receipts, Check Stubs, Court Summons, Criminal case files, Dispatcher, radio and phone logs, Duty schedules, FOIA request/denials, Illinois UCR reports, IL uniform traffic tickets & complaints, Incident reports, Jail population reports, LEADS "Hit Files", Mileage/Gas logs, Offense reports, Officers Report of Arrest, Personnel files

States Attorney - Office Administration Files, Criminal Case Files, Traffic Case Files, Ordinance Violation Case Files, Civil Case Files, Juvenile Case Files (subject to the Illinois Juvenile Court Act)

Supervisor of Assessments-Assessment records, Exemption records, State reports

Treasurer - Receipt of income, Disbursement of income, Property tax bills, collection and disbursement, Personnel information, Insurance information, Payroll Information, Budget Information

Zoning - Permits issued, Zoning and Building codes and fees, Zoning maps