



Village of Algonquin

PROCEDURE FOR REQUESTING RECORDS UNDER THE FREEDOM OF INFORMATION ACT (FOIA)

All Departments (revised 12/05/2023)

Procedure for Requesting Records under the Freedom of Information Act (FOIA)

It is the policy of the Village of Algonquin to provide an efficient procedure, in accordance with State Statute, for the public to procure government records maintained by the Village of Algonquin. The Village aims to operate in an accountable, transparent and open fashion. The public has the right to information produced by their government, with certain privacy limitations. It is the policy of the Village Clerk's office to provide assistance in obtaining that information. The Freedom of Information Act can be found on-line at <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=85&ChapterID=2>.

- FOIA requests can be submitted via the Village's official Records Request form, available at the Ganek Municipal Center or online at www.algonquin.org. The Village asks that all requestors complete the online form (<https://village-of-algonquin-il.nextrequest.com/>) when feasible to ensure that we have all necessary information to process your request in the most efficient fashion. Written FOIA requests can be submitted via e-mail to foia@algonquin.org, fax, mail, or in person at the Ganek Municipal Center at 2200 Harnish Drive, Algonquin, IL 60102. All FOIA requests should be sent to the attention of the Village FOIA Officer in order to ensure prompt processing.
- The Village's policy is to process requests for all public information filed at Ganek Municipal Center promptly. Note that the FOIA provides for five (5) business days to process a request; commercial-related requests can take up to 21 days to process.
- The General Services Administration front desk at the Ganek Municipal Center has available a List of Documents Available for Immediate Disclosure as well as a Summary of Basic Information which includes details about the Village, its Boards, commissions, and committees, and other general information.
- Documents may be viewed, copied, and/or certified. Copies are available pursuant to the fees set forth in the FOIA and the Village's local FOIA policy. If records are available in electronic format, they can be provided electronically either via e-mail or CD-ROM. There are separate charges for plats larger than 11" x 17", as well as certifications. See the FOIA form for these fees. Waiver of reduction of fees is available if you qualify. Pursuant to the FOIA, waivers are granted only for those requests that are made in the interest of the public. If you wish to request a waiver of the fees, please do so in writing and submit with your FOIA request.
- Information that is available from other offices will be obtained upon request. Occasionally, an extension of time is required. You will be notified in writing if an extension is required.
- Occasionally, some information may be denied pursuant to the Act. You will be notified in writing if material is denied. The letter will describe an appeal process to follow if you disagree with the denial.

Please contact the FOIA Officer or Deputy Village Clerk at 847-658-2700 if you have any questions regarding your rights under the Freedom of Information Act.

Appendix A: Information Available for Immediate Inspection

Information available for immediate inspection includes, but is not limited to, the following:

- actuarial valuation reports
- annual adopted budgets
- annual community survey reports
- annual Treasurer's reports
- bargaining unit (union) contracts
- Beautification Plan (2011)
- bids & requests for proposals
- Comprehensive Plan (current)
- Comprehensive Water Master Plan (2012)
- Downtown Planning Study (2013)
- Downtown Revitalization Plan (2012)
- Downtown Streetscape Master Plan (2016)
- employee compensation
- Events and Recreation Evaluation Plan (2009)
- financial audits
- Fox River Corridor Plan (2015)
- land use & zoning map
- lobbying information
- Market Reconnaissance of the East Algonquin Road Corridor (2015)
- merit compensation program
- monthly building permit activity reports
- monthly lists of bills
- municipal code
- municipal ordinances
- municipal resolutions
- municipal waste hauler contracts
- newsletters
- organizational chart
- Parks and Recreation Comprehensive Master Plan (2021)
- Parks, Trails, and Open Space Plan (2008)
- Spring Creek Watershed-based Plan (2012)
- Streetscape Enhancements Downtown Historic District (2011)
- subdivision plats
- Village Board & Commission members
- Village Board & Commission meeting agendas
- Village Board & Commission meeting minutes¹
- Village penalties, salaries, bonds, and fees
- Village tax rate information
- water conservation regulations
- Water and Sewer Rate Study (2016)
- Woods Creek Watershed Plan (2013)

^[1] minutes of Village Board and Commission meetings are available subject to their approval at their following meetings.

Appendix B: Information Available under the Freedom of Information Act (FOIA)

Information available under the Freedom of Information Act (FOIA) includes, but is not limited to, the following:

- building permits and inspections¹
- code enforcement proceedings¹
- executed contracts²
- municipal court proceedings
- police reports³
- utility billing account information

^[1] requests for building permits, inspections, and code enforcement proceedings must be made by address.

^[2] executed contract availability subject to approval of contract execution.

^[3] police report availability subject to involvement type by requesting party.

All other documents pertaining to government business regardless of physical form unless otherwise exempt by FOIA.

Appendix C: List of FOIA Officers

LEAD FOIA OFFICER – Michelle Weber, General Services Administration, Executive Assistant

DEPUTY FOIA OFFICER – Matthew Bajor, General Service Administration, Assistant to the Village Manager

DEPUTY FOIA OFFICER – Michele Zimmerman, Public Works, Assistant Public Works Director

DEPUTY FOIA OFFICER – Jessica Polony, Community Development, Office Assistant

DEPUTY FOIA OFFICER – Sgt. Timothy Cooney, Police Department, Administrative Sergeant

Appendix D: Fees for Records

Document Size and Format	Applicable Fees
8.5" x 11" (<i>black and white</i>):	Ten cents (\$0.10) per double-sided page.
8.5" x 11" (<i>color</i>):	Eighteen cents (\$0.18) per double-sided page.
Large format copies: (<i>documents larger than 17"</i>)	Three dollars (\$3.00) per page.
Compact Disk Read-only Memory: (<i>CD-ROM</i>)	Two dollars (\$2.00) per CD-ROM.
Electronic mail (<i>e-mail</i>) copies:	No charge, unless otherwise required to make copies to scan.
Record certification:	One dollar (\$1.00) per certified record.