

## FREEDOM OF INFORMATION ACT § 4

§ 4. Each public body shall prominently display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested, each of the following:

(a) A brief description of itself, which will include, but not be limited to, a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its separate offices, the approximate number of full and part-time employees, and the identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and

(b) A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable under Section 6 of this Act.

(c) A public body that maintains a website shall also post this information on its website.

1. The purpose of the Township is to perform the duties and exercise the powers granted in the Illinois Township Code, 60 ILCS 1/1 *et seq.* and the Illinois Public Aid Code, 305 ILCS 5/12-21 *et seq.* for the benefit of the residents of Elgin Township.

The purpose of the Township Road District is to perform the duties and exercise the powers granted in the Illinois Highway Code, 605 ILCS 5/6-201 *et seq.* for the benefit of the residents of Elgin Township.

The purpose of the Township Assessor is to perform the duties and exercise the powers granted in the Illinois Property Tax Code, 35 ILCS 200/1-1 *et seq.* for the benefit of Elgin Township.

2. A block diagram of the Township's functional divisions is attached.

3. a) The total amount of the Township's operating budget for FY 2010 (April 1, 2009 to March 30, 2010) is \$ 1,035,750.

b) The total amount of the Township's Road District operating budget for FY 2010 (April 1, 2009 to March 30, 2010) is \$ 957,823.

c) The total amount of the Township Assessor's operating budget for FY 2010 (April 1, 2009 to March 30, 2010) is \$ 686,100.

4. The number and location of the Township's separate offices is: The Township General Offices, together with the Township Assessor, are located at 729 S. McLean Boulevard, Elgin, Illinois 60123. The Township Highway Commissioner is located at 725 S. McLean Boulevard, Elgin, Illinois 60123.

5. The approximate number of full-time and part-time employees of the Township is as follows:

		<u>Full-Time</u>	<u>Part-Time</u>
i)	Township	4	0
ii)	Road District	3	1
iii)	Assessor	7	0

6. Identification and membership of any board, commission, committee, or council:

Town Board	Supervisor	Annette Miller
	Trustees	J. Patrick Hudgens Robert "Bob" Johnson Vicki Pelock Carol Rauschenberger
Highway Commissioner		Richard C. Burnidge
Township Assessor		Steven P. Surnicki
Town Clerk		Kurt R. Kojzarek

7. Description of the methods by which the public may request information and public records:

Requests for inspection and/or copying of public records shall be made in writing and directed to the Township. Written requests may be submitted to a public body via personal delivery, mail, telefax, or other means available to the public body.

The Township will not accept any oral request for inspection or copying.

A form for making a written request is available at the Township Office at 729 S. McLean Blvd., Elgin, Illinois. The Township does not require that a request be submitted on this form.

The requester need not specify the purpose for a request, except the requester shall specify whether or not the public records are requested for a commercial purpose. The Township may decide to grant a request for a fee waiver, if made by the requester.

12. Public records will be made available by the Township FOIA Officer named below, for inspection and copying, at the Township Offices, 729 S. McLean Blvd., Elgin, IL 60123, during the regular business hours of the Township, currently, Monday through Friday (except Holidays), from 8:00 a.m. until 4:00 p.m.

13. All requests for inspection and copying received by a public body shall immediately be forwarded to the Township's Freedom of Information officer or designee, for handling.

14. Kurt R. Kojzarek is the Township's Freedom of Information Officer, and may be contacted at 729 S. McLean Blvd., Elgin, IL 60123. 847-741-2045.

15. The Township charges \$.15 per page for copies of public records. The first 50 pages of public records (black and white, letter or legal-sized copies) are provided to the requester free of charge in accordance with 5 ILCS 140/6. Other guidelines regarding copying and inspection of public records, and fees, are as follows:

(a) When a person requests a copy of a record maintained in an electronic format, the Township shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the Township shall furnish it in the format in which it is maintained by the public body, or in paper format at the option of the requester. The Township may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium. The Township will not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records. Except to the extent that the General Assembly expressly provides, statutory fees applicable to copies of public records when furnished in a paper format shall not be applicable to those records when furnished in an electronic format.

(b) For any copies in color or in a size other than letter or legal (if such can be provided), the Township will charge its actual cost for reproducing the records. In calculating its actual cost for reproducing records or for the use of the equipment of the public body to reproduce records, the Township does not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records. Such fees shall be imposed according to a standard scale of fees, established and made public by the body imposing them. The cost for certifying a record shall be \$1.00.

(c) Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. For purposes of this subsection, "commercial benefit" shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public. In setting the amount of the waiver or reduction, the Township may take into consideration the amount of materials requested and the cost of copying them.

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Kurt R. Kojzarek

Freedom of Information Officer  
Elgin Township

