

## **ATLANTA TOWNSHIP FOIA POLICY**

The purpose of the Freedom of Information Act found at 5 ILCS 140/1 is to provide public access to the public records in the possession of the Atlanta Township while, simultaneously, protecting legitimate privacy interests and maintain administrative efficiency.

### **Submitting a FOIA Request**

FOIA requests to the Atlanta Township must be made in writing. Requests shall be legible, specific and in English. The requests should contain the requestors name, complete address, phone number and specific records being requested. Appropriate forms are available upon request or may be found on the Atlanta Township Website under FOIA.

FOIA requests may be mailed to the address below or emailed to [Atlanta3Township@gmail.com](mailto:Atlanta3Township@gmail.com):

FOIA Officer  
Atlanta Township  
P O Box 311  
Atlanta, IL 61723

### **Atlanta Township Records**

Below is a reasonable list of records which have been approved where applicable and are available upon receipt of a valid FOIA request:

Accounts Payable	Investments
Administrative	Lease Agreements
Audits	Legal Opinions
Bank Statements	Loan Agreements
Bids	Meeting Agendas & Minutes
Bonds	Policies & Resolutions
Budgets	Road Commissioner's Annual Report
Burial Records	Supervisor's Annual Report
General Leger Reports	Tax Allocation Receipts
Insurance Claims	Tax Levy

All official records listed above are available in either paper or electronic format (5 ILCS 140/6).

### **Fee Schedule for paper copies**

- 1<sup>st</sup> 50 pages are free
- Black & White (8 1/2" by 11") \$0.15 per page
- Color paper not exceeding 8 1/2 x 14" \$0.29 per page
- The fee for certifying copies is \$1.00.

### **Fee Schedule for electronic copies**

- Fee may be charged for voluminous electronic copies as appropriate. 5 ILCS 140/6(a-5)

### **Fee Waiver Request**

You are permitted to request a waiver or reduction of copying or production fees. Please make sure this is clearly indicated on your request and you provide a specific explanation as to why your request for information is in the public's interest and merits a fee waiver. 5 ILCS 140/6 (c) states "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 legal rights of the general public AND is not for the principal purpose of personal or commercial benefit" In setting the amount of the waiver or reduction, the Atlanta Township is authorized to consider the amount of material requested and the cost of copying them.