Village of Manito

A Welcoming Community Since 1878

109 N Broadway St. PO Box 618 Manito, IL 61546

309-968-7080 ♦ manitoclerk1@gmail.com ♦ www.villageofmanito.com

FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES AND FEE SCHEDULE

Adopted Pursuant to 5 ILCS 140

SECTION 1. PURPOSE

The Village of Manito is committed to providing public access to records in accordance with the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/1 et seq., while protecting records exempt from disclosure under State and Federal law.

SECTION 2. FOIA OFFICER

The Village Clerk serves as the Village's Freedom of Information Officer ("FOIA Officer").

In the absence of the Village Clerk, the Deputy Village Clerk or designated Assistant FOIA Officer shall perform the duties of the FOIA Officer.

FOIA Contact Information

Village of Manito
Attn: FOIA Officer
109 North Broadway Street
P.O. Box 618
Manito, Illinois 61546

Phone: (309) 968-7080
Email: manitoclerk1@gmail.com

Business Hours:
Monday through Friday
8:00 a.m. – 4:00 p.m.

SECTION 3. METHODS OF SUBMITTING REQUESTS

FOIA requests may be submitted:

- In person
- By U.S. Mail
- By email
- By other methods permitted by law

Requests should be directed to the Village FOIA Officer.

Electronic requests submitted by email must contain the request in the body of the email. The Village is not required to open attachments or hyperlinks to access a FOIA request.

Use of the Village's FOIA Request Form is encouraged but not required.

SECTION 4. RESPONSE TIMES

The Village will respond to requests within five (5) business days after receipt, unless otherwise permitted by law.

The response period may be extended by an additional five (5) business days for reasons authorized under Section 3(e) of FOIA.

The Village will provide written notice explaining the reason for any extension.

Requests classified under Illinois law as:

- Commercial Requests
- Recurrent Requests
- Voluminous Requests
- Vexatious Requests

shall be processed in accordance with applicable statutory provisions.

SECTION 5. INSPECTION OF RECORDS

Public records available for inspection shall be reviewed at Village Hall during normal business hours unless other arrangements are approved by the FOIA Officer.

Original records shall not leave Village custody.

SECTION 6. FEES

The Village shall charge only those fees permitted under 5 ILCS 140/6.

Standard Paper Copies

- First 50 black-and-white letter or legal-sized pages: No Charge
- Additional black-and-white pages: $0.15 per page

Color Copies

Actual reproduction cost.

Oversized Documents

Actual reproduction cost.

Electronic Records

No charge when records are transmitted electronically and no reproduction costs are incurred.

If records require electronic media such as a flash drive, CD, DVD, or other storage device, the requester shall be charged the actual cost of the media.

Certified Copies

$1.00 per document plus any authorized reproduction charges.

Mailing Costs

Actual postage and shipping costs when records are mailed.

Fee Waivers

Fees may be reduced or waived when:

1. Disclosure is in the public interest;
2. Disclosure is not primarily for the personal or commercial benefit of the requester; and
3. The requester submits a written request explaining the basis for the waiver.

SECTION 7. RECORDS IMMEDIATELY AVAILABLE

When reasonably available, the following records may be provided without a formal FOIA request:

- Village Board meeting agendas
- Village Board meeting minutes
- Annual budgets
- Annual audit reports

- Village ordinances
- Village resolutions
- Village codes
- Public notices
- Approved contracts
- Water quality reports
- FOIA forms and procedures

SECTION 8. RECORDS EXEMPT FROM DISCLOSURE

The Village shall withhold records exempt from disclosure pursuant to Sections 7, 7.5, 7.75, and other applicable provisions of the Illinois Freedom of Information Act and other applicable laws.

SECTION 9. PUBLIC ACCESS COUNSELOR

Any requester whose request has been denied may seek review by:

Public Access Counselor
Office of the Illinois Attorney General
500 South Second Street
Springfield, Illinois 62706

Phone: (217) 782-1090

or may file suit in accordance with Illinois law.

SECTION 10. FOIA INFORMATION DIRECTORY

The Village maintains the following information available to the public:

- Description of the Village's purpose
- Organizational chart
- Operating budget
- List of Village offices
- Number of employees
- Description of boards, commissions, and committees
- FOIA procedures
- FOIA request form
- Records retention information

SECTION 11. EFFECTIVE DATE

These Procedures and Fee Schedule shall become effective immediately upon approval by the Village Board and shall remain in effect until amended or repealed.