

**City of Bunker Hill**  
801 S. Franklin St., Bunker Hill, IL 62014  
618-585-4632

**Freedom of Information Act (FOIA)**  
**Request Form**

Requested By: (Please Print) \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company Address: \_\_\_\_\_

I have received a FOIA POLICY FORM: \_\_\_\_\_

Type of Request: (Please Circle)                      Individual                      Commercial

Format of Records Requested: (Please Circle)      Inspection      Paper Copies      Electronic Copies (fees)

Brief, detailed description of records requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For office use only:**

Request Received by: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Request Completed by: \_\_\_\_\_ Request Approved/Denied by: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

# City of Bunker Hill

## FOIA Request Policy and Procedure Guide to Public Records Under Freedom of Information Act (FOIA)

### Summary and Purpose

This Policy and Procedure Guide to Public records is established to implement the provisions of the Freedom of Information act (5 ILCS 140/1-11), thereby supporting the policy of providing public access to public records in possession of the City while at the same time avoiding violation of individual privacy, the furtherance of commercial enterprise, and disruption of the duly-undertaken work of the City in fulfilling any of the rights of the people to access information.

### Procedure for Requesting Public Records

All requests for public records shall be submitted to the City clerk of the City of Bunker Hill at the following address:

Office of the City Clerk  
801 S. Franklin St.  
Bunker Hill, IL 62014

### Form and Content of Requests

All requests shall be written in accordance with FOIA and the Policy. Said requests will be submitted on FOIA request forms as provided by the City being subject to appropriate and timely revisions.

The Requestor shall provide the following information:

- A. The Requestor's full name, address, and telephone number.
- B. A brief description of the records sought, being as specific as possible.
- C. Whether the request is for inspection of public records, copies of the records, or both of these.

### City Response Time

The City shall respond to written requests for public records within five (5) business days **AFTER** the receipt of said request. The City shall respond to a written, commercial request within twenty one (21) business days **AFTER** the receipt of said request.

The City may give written notice of a need for an extension of time to respond. This extension of time will not exceed an additional five (5) business days for individual requests ILCS 140/3(e) or within a reasonable time depending on the complexity of the request for commercial requests 5ILCS 140/3.1(b). The extension shall state specific reason(s) and cite the statutory provision for extension. Further extensions agreed upon by both bodies may be requested by the City and agreed to by the requestor in writing. Failure by the City to comply with statutory deadlines of the initial request is not treated as a denial of the request pursuant to 5 ILCS 140/3(e). Failure by the City to respond by the extended due date, however, will constitute a denial of that request.

### Scope of City Responses to FOIA Requests

The City shall respond to requests in one of the following ways to an individual request:

- A. Approve the request.
- B. Approve in part and Deny in part.
- C. Deny the Request.

The City shall respond to request in one of the following way for a commercial request:

- A. Approve the request
- B. Deny the request if the records are exempted from disclosure
- C. Advise the requestor that the request is unduly burdensome and must be narrowed. 5ILCS 140/3.1.

### **How to Appeal a Denial**

If a request is denied, the Requestor may appeal the denial to the Mayor of the City. Notice of written appeal must be sent to:

Mayor of the City of Bunker Hill  
C/O City Clerk  
801 S. Franklin St.  
Bunker Hill, IL 62014

Notice of appeal shall include a copy of the original request, copy of the denial, and statement of why the decision to deny records should be reversed.

### **Mayor's Response to Appeal**

The Mayor shall promptly review the public record, determine whether under the provisions of FOIA such record is open to inspection and copying, and notify the person making the appeal of such determination within five (5) business day **AFTER** the receiving the notice of appeal.

Any person making a request for public records shall be deemed to have exhausted his administrative remedies with respect to such request if the Mayor affirms the denial or fails to act within the time limit provided in 5 ILCS 140/10(a).

### **Further Appeal Actions**

Should the requestor require further investigation of the denial of a FOIA request, they may contact the

Public Access Counselor  
Office of the Illinois Attorney General  
500 South 2<sup>nd</sup> Street  
Springfield, IL 62701  
[Public.access@ilag.gov](mailto:Public.access@ilag.gov)  
877-299-3642