

CITY OF HENRY

FOIA

Departments / City Clerk

These procedures are intended to implement the provisions of the Freedom of Information Act (5ILCS 140/1, effective January 1, 2010, as amended. The City of Henry supports the policy of providing public access to the public records in the possession of the City while, at the same time, protecting legitimate privacy interests, and maintaining administrative efficiency and operational priorities.

Requesting Public Records

Requests for public records shall be submitted to the City of Henry City Clerk's office. In accordance with the Freedom of Information Act (FOIA), such requests shall be made in writing, either on the form provided below or in letter form from the requestor. The following must be included in a request for public records:

1. The requestor's full name, address and telephone number;
2. A description of the records sought, being as specific as possible; and
3. Whether the request is for inspection of records, copies of records, or both.

FOIA Request for Public Records

City's Response

- The City shall respond to a written request for public records within 5 working days after the receipt of such request.
- The City may give notice of an extension of time to respond which does not exceed an additional 5 working days, or a total of 10 working days from the written request. Such an extension is allowable only if written notice is provided within the original 5 working day time limit and only for the reasons provided in Section 3(d) of the FOIA (5 ILCS 140/3(d)). Such notice of extension shall state the reasons why the extension is necessary.
- The City shall respond to a request for public records in one of the following ways:
 1. Approve the request;
 2. Approve in part and deny in part;
 3. Deny the request
 4. Give notice of an extension; or
 5. Provide an opportunity for a conference.
- Upon approval of a request for public records, the City may either provide the materials immediately or give notice of the time and place for inspection of records.

- Categorical request creating an undue burden upon the City shall be denied only after extending to the requestor an opportunity to confer in an attempt to reduce the request to manageable proportions.
- A denial of a request for public records shall be made in writing. It shall state the reasons for the denial in accordance with either Section 3(f) or Section 7 (5ILCS 140/7) of the FOIA and the names and titles of individuals responsible for the decision. It shall also give notice of the requestor's right to appeal to the City within 5 working days.

Appeal of a Denial

- A requestor whose request has been denied by the City may appeal the denial. The notice of appeal shall be made in writing and sent to:

Public Access Bureau
500 S. 2nd Street
Springfield, Il. 62706

- The notice of appeal shall include a copy of the original request, a copy of the denial received by the requestor, and a statement of the reasons why the appeal should be granted.
- The City shall respond to an appeal within 5 working days after receiving thereof. The City shall either affirm the denial or provide access to the requested public records. A notice of denial of an appeal by the City shall inform the requestor of his/her right to judicial review under Section 11 of the FOIA (5 ILCS 140/11).

Fees and Costs

- Public Act 96-0542 provides new limitations on copying charges.
- The first fifty (50) pages for black and white, letter or legal sized copies must be provided at no charge. The remaining black and white copying charges are capped at twenty-five (.25) per page. For copies in color or in a size other than letter or legal, the public body may not charge more than its actual cost for reproducing the records.
- The cost for certifying a copy of a record is capped at one dollar (\$1.00).
- No labor costs of City employees to be included in the charge.

Public Display

- The City of Henry FOIA publication shall be displayed in a suitable manner in the public reception area of each of the City's offices.
- Copies of the City's FOIA publication are available from the City Clerk office.

INDEX OF RECORDS

CITY CLERKS OFFICE

Records that can be obtained upon request are: Agendas, Minutes, Council Communications, Ordinances, and Resolutions. Those records requiring research may require more time. The Clerk's Office will make every effort to accommodate the request.

RECORDS

Agreements Approved at Council, All Ordinances, Annexation Agreements, Budget Hearing Minutes, City Council Agendas, City Council Communications, City Council Meetings, City of Henry Ordinances, City Council Members-Mayors List Closed Minutes (Not available until release) & Released Committee Reports, Monthly, Quarterly and Annual Reports

CODE INFORMATION

Municipal Code Books, Supplements (Amendments) to the Municipal Code
Zoning Code Books

LIQUOR

Liquor License Applications, List of Liquor Issued most current, Liquor Hearing Violations

MISCELLANEOUS

Comprehensive Plan & Amendments , Correspondence, Elected Officials List, FOIA Request and Answers, Lists of Boards & Commissions as Presented by the Mayor, Oath of Office Police , City Officials, Proclamations, Complaints, Floodplain Maps/Files

BUDGET RECORDS

Copies of Appropriation & Budgets, Council Approved Budgets, Detail Revenue & Expense Report

ACCOUNTS RECEIVABLE

Accounts Receivable Reports, Monthly Billings, Licenses –General

HUMAN RESOURCES DEPARTMENT

Available for release under the Freedom of Information Act-should questions arise regarding the release of any Personnel information, a legal opinion shall be obtained to protect the rights of employees.

Department Budgets, Employee Benefits, Health Insurance, Job Classification, Labor Relations/Bargaining Unit Agreements, Pensions (Employee) – IMRF, Employee Training, Employment/Hiring Procedures, Forms (various), Liability Insurance, Unemployment Compensation Proceedings

ZONING

Building Permits, Fence Permits, Occupancy Permits, Zoning Board of Appeals Reports, Zoning Certificates, Zoning Maps, Zoning Ordinance, Zoning Verifications, Comprehensive Plan and Amendments, Subdivision Ordinance

PUBLIC WORKS DEPARTMENT

Henry Public Works, Budget Reports, Engineering Files, Maps –(plats, sidwells), Sewer maps, Water maps, Utility Billing, E.P.A. Reports, MFT Reports, Bid Contracts

ENGINEERING

Drainage Problems, Easements, Geographic Info. Systems, GIS Program, IDOT

CITY TREASURER'S

Monthly Council Reports of Receipts and Disbursements, Annual Council Reports of Receipts and Disbursements, Annual Published Reports of Receipts and Disbursements, Monthly Ledger of Receipts and Disbursements

PARK & RECREATION

Minutes, Treasurer Reports, Budget Reports, Contracts