



FOIA Policy
ADOPTED DATE 9/22/2022
REVISED DATE 3/28/2024
REVIEW DATE
REVISION # 1

# LIBRARY POLICY

## Freedom of Information Act (FOIA) Policy

### PURPOSE

The Illinois Freedom of Information Act (FOIA), 5 ILCS 140/, is a state statute that provides the public the right to access government documents and records. The premise behind FOIA is that the public has the right to know what the government, and its subsidiary bodies, is doing. It is the policy of the Frankfort Public Library District to fully comply with all legal requirements of the Illinois Freedom of Information Act.

### POLICY

The Frankfort Public Library District is committed to transparency and to providing access to applicable public records under the Illinois Freedom of Information Act (FOIA), 5 ILCS 140/. All requests must be in writing and should be directed to Amanda Kowalcze, the Library's designated Freedom of Information Officer. Requests may be submitted in person at the Frankfort Public Library District, mailed to the attention of the Freedom of Information Officer, or emailed to foia@frankfortlibrary.org, and may be made using the attached form. While not a requirement, the form is intended to assist the requester in the specifics of the request. There is no requirement under the Act to respond to oral requests, to provide information other than what already exists in records, or to interpret or advise requestors on the meaning of the records or documents.

The Library shall respond to a written request for public records within five (5) working days after the day of receipt, or twenty-one (21) days if the request is for a commercial purpose. The FOIA Officer shall respond with the requested information, request an extension under the Act, or deny the request in writing. Denial of the request will occur if the public records requested fall within one of the specific exemptions of the Act. If only part of the request is denied, and access will be given to the remainder, it will be stated in the response. Should the scope of the request create an undue burden on the Library, the response will indicate how the request poses an undue burden, and the Requester will have the opportunity to reduce the request to manageable proportions.

Any letter of denial shall include the reasons for the denial and shall also inform the Requestor of their right to appeal to the Public Access Counselor, Office of the Illinois Attorney General. When a request is denied on the grounds that the records are exempt under Section 7 of the Freedom of Information Act, the notice of denial shall cite the legal exemption. Any person who is dissatisfied must submit their written appeal within sixty (60) days of receipt of the letter denying the request for public records.

When records are provided, the first 50 pages of black and white, letter or legal paper are free. The fee for records copied, after the first 50 pages, will be \$0.10 per page. Colored copies, copies sized other than legal or letter size, electronic records (e.g.- discs, tapes, etc.) will be charged at the actual cost of reproduction. Any and all fees will be consistent with applicable subsections of the Act. The fee for certification will be \$1.00 per certificate. Fees exceeding \$5.00 will be payable in advance.

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If the records are kept in electronic format, they may be requested in a specific format, and if feasible they will be so provided, but if not feasible they will be provided either in the electronic format in which they are kept and charged the actual cost of the medium only (i.e. flash drive, disc, etc.), or on paper as requested.

If the Requester chooses to inspect the records instead of requesting copies, an employee must be present throughout the inspection. Records will be made available at the Frankfort Public Library District by appointment on weekdays, 9:00am—5:00pm excluding holidays.