

**TITLE 2  
ADMINISTRATION**

**CHAPTER 12  
ACCESS TO INFORMATION**

<u>SUBJECT</u>	<u>SECTION</u>
DESIGNATION OF FREEDOM OF INFORMATION OFFICER(S).....	2-12-1
TIME AND PLACE OF FILING REQUESTS .....	2-12-2
FEES .....	2-12-3
ELECTED OFFICIAL ACCESS TO PUBLIC RECORDS .....	2-12-4

**2-12-1. DESIGNATION OF FREEDOM OF INFORMATION OFFICER(S).**

The Township Board shall designate the Freedom of Information Officer (otherwise referred to as "FOIA Officer") and such other Alternate Freedom of Information Officers as they deem necessary. (Res. 2010-01, 2-8-2010 amd. 2015 Code)

**2-12-2. TIME AND PLACE OF FILING REQUESTS.**

Freedom of information requests pursuant to the Act shall be submitted in writing, marked to the attention of "FOIA Officer," and filed in the Office of the Palos Township Clerk. All such requests shall be received by the Township Clerk, if available, otherwise by the Alternant FOIA Officer at the Palos Township Offices located at 10802 S Roberts Road, Palos Hills, Illinois 60465 during regular township business hours. (Ord. 2008-02, 5-14-2008 amd. 2015 Code)

**2-12-3. REQUESTS FOR COMMERCIAL PURPOSES.**

- A. The Township shall respond to a request for records to be used for a commercial purpose within 21 working days after receipt. The response shall provide be in one of the following forms:
1. Approval of the request and provide the requester an estimate of the time required by the township to provide the records requested and an estimate of the fees to be charged, which the township may require the person to pay in full before copying the requested documents; or
  2. Deny the request pursuant to one or more of the exemptions set out in the Freedom of Information Act; or

3. Notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or
  4. Provide the records requested.
- B. Unless the records are exempt from disclosure, the township shall comply with a request within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.
- C. The township may, at its discretion, turn over to the State's Attorney's office, the name of any person who knowingly obtains public records for a commercial purpose without disclosing that it is for a commercial purpose.

**2-12-4. VOLUMINOUS REQUESTS.**

The Township shall respond to voluminous requests in the manner prescribed by 5 ILCS 140/3.6.

**2-12-5. FEES.**

Copies of public records required to be disclosed pursuant to a proper FOIA request shall be made available to the requester in accordance with the terms and conditions specified in the Act, upon the payment of copying fees in accordance with the following scale of fees, which scale shall be prominently displayed at the Palos Town Hall:

1. First 50 pages of standard black and white copies - no charge.
2. After the first 50 pages, 15 cents per page for standard black and white copies.
3. Color copies and duplication of disc, tape or other record shall be the actual cost of duplication.
4. A \$1.00 fee shall be charged for the certification of any record.
5. Voluminous requests shall be charged fees in accordance with 5 ILCS 140/6.

(Ord. 2008-02, 5-14-2008, amd. Res. 2010-01, 2-8-2010, amd. 2015 Code, 03-26-2015)

**2-12-6. ELECTED OFFICIAL ACCESS TO PUBLIC RECORDS.**

- A. Palos Township Elected Officials shall have access to any records that are not precluded by law, without charge, regardless of the number of pages involved in the request and such requests shall be filled within the time frame required by law.
- B. During the 90 days preceding any election at which Township offices are to be elected, Elected Officials' requests for information regarding candidates or candidacy shall be handled identically to those of the general public including appropriate fees.  
(2015 Code)