

VILLAGE OF ROSEMONT

INFORMATION FOR PERSONS REQUESTING DOCUMENTS AND RECORDS UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT

Persons seeking to obtain documents and records pursuant to the Illinois Freedom of Information Act may do so by filing a written request. The request does not have to be on any particular form, however the Village does have forms available for this purpose that can be obtained from the Village Clerk's Office.

All requests for records pursuant to the Freedom of Information Act should be made to the Office of the Village Clerk. Upon written request, records stored by means of electronic data processing will be provided in a printed format that is comprehensible to persons lacking knowledge of computer language or computer print-out formats. Ordinances enacted by the Mayor and Board of Trustees of the Village of Rosemont are kept or housed, and are available for inspection, at the Office of the Village Clerk. The Village Clerk's address and telephone number are:

Village Clerk
Village of Rosemont
9501 Devon Avenue
Rosemont, IL 60018
(847) 825 - 4404

The Village reserves the right to charge a fee to recover its actual cost of copying records requested pursuant to the Illinois Freedom of Information Act. These fees are as follows:

- A. For black and white copies that are letter or legal size for documents that can be copied using the equipment in the Village's Administrative Offices, there is no fee for the first fifty (50) pages or sheets. After the first fifty pages or sheets, the fee is \$.15 per sheet or page
- B. For color copies and copies that are not letter or legal size the fee is the actual cost of copying the document.
- C. The fee for certification of a document is \$1.00 per document.
- D. If a document cannot be copied using equipment in the Village's Administrative Offices, the fee is the actual cost incurred in having the document copied by a copying service or other entity.
- E. The fee for Electronic copies: Actual cost of the recording medium (CD, tape, disk, DVD) on which copies are provided.

- F. Postage or other cost of having documents delivered to person making the request.

If a fee for copies is set by state statute, the statutory fee shall apply.

The following is a list of the types or categories of the public records which are under the Village of Rosemont's control:

- A. Meeting Minutes and Agendas
- B. Ordinances and Resolutions
- C. Contracts and Leases
- D. Correspondence and other written communications
- E. Building and other types of permits issued by the Village.
- F. Liquor Licenses, Business Licenses and other types of licenses issued by the Village
- G. Inspection Reports
- H. License Applications and related materials
- I. Permit Applications and related materials
- J. Water Billing Information
- K. Vehicle Sticker Information
- L. Zoning Applications and related materials
- M. Legal and other notices issued by the Village
- N. Records relating to expenditures made and revenue received by the Village, including invoices, purchase orders, and checks
- O. Records relating to personnel employed by the Village
- P. Tax increment Financing Area Redeployment Plan and other documents relating to the Village's Tax Increment Financing Redevelopment Project Areas
- Q. Maps
- R. Audits and other financial statements and reports
- S. Comprehensive Plan and other planning documents
- T. Plats
- U. Public Safety Department Response and Call Reports, including accident reports, incident reports, fire reports and statistical reports.
- V. Records relating to the Village's Administrative Adjudication of Ordinance Violations
- W. Other documents and records relating to the operation and administration of the Village .

The Village's Freedom of Information Officers are:

Peter Rosenthal
Village Attorney

Debbie Drehobl
Village Clerk

The following records will be made available as soon as reasonably possible following receipt of a request for the record. Copying fees apply:

- A. Village of Rosemont Ordinances and Resolutions
- B. Minutes of meetings of the Village's corporate authorities that have been approved.
- C. The most recently prepared copy of the Village's Annual Financial Statements
- D. Agendas of meetings of the Village's corporate authorities that have occurred within the past 12 months or which have been prepared and issued for meetings that are scheduled to occur, but have not yet actually occurred.