

ORDINANCE NUMBER 2010-9

AN ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE WITH THE ILLINOIS FREEDOM OF INFORMATION ACT. '

WHEREAS, the Freedom of Information Act took effect on July 1, 1984 (5ILCS 140/1 *et seq.*) and was substantially amended by PA 96-0542 effective January 1, 2010; and

WHEREAS, such Act is intended to provide the public with greater access to the records of public bodies; and

WHEREAS, it is necessary for the Village of Goreville to establish practices and procedures ensuring its full compliance with said Act, so that the public policy stated therein can be carried out effectively and efficiently with respect to the records of the Village.

BE IT ORDAINED by the Mayor and the Board of Trustees of the Village of Goreville, Illinois, Johnson County, as follows:

SECTION 1: The Village Clerk and the Police Chief are designated as the FOIA officers to whom all initial requests for access to the records of the Village are to be referred. Requests for records of police actions or reports should be directed to the Chief of Police, John Holland. All other requests should be directed to the Village Clerk, Agnes Paul. Written requests will be accepted at the Village Hall from 8:00 AM through 12:00 P.M., Monday through Friday. Requests may be mailed to the Village Hall, c/o Police Chief or Village Clerk (as appropriate), P.O. Box 16, Goreville, IL 62939. Except in instances when records are furnished immediately, the FOIA Officer, or his designee, shall receive requests submitted to the Village under the Freedom of Information Act, ensure that the Village responds in a timely fashion, and issues responses under the Act. The FOIA Officer shall develop a list of documents or categories of records that the Village shall immediately disclose upon request.

SECTION 2: Upon receiving a request for a public record, the FOIA Officer shall:

- (1) note the date the Village receives a written request;
- (2) compute the day on which the period for response will expire and make a notation of that date on the written request;
- (3) maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been compiled with or denied; and
- (4) create a file for the retention of the original request, a copy of the response, a record of written communication with the requester and a copy of other communications.

SECTION 3: The FOIA Officers shall, within six (6) months after January 1, 2010, successfully complete an electronic training curriculum to be developed by the Public Access Counselor of the State of Illinois and thereafter successfully complete an annual training program. Whenever a new Freedom of Information Officer is designated by the Village, that person shall successfully complete the electronic training curriculum within 30 days after assuming the position.

SECTION 4: Any records which are the subject of a request under the Freedom of Information Act shall be retrieved from such place as they are stored, by the FOIA Officer, or by an employee of the Village acting under the direction of the FOIA Officer. In no event shall records be retrieved by the party requesting them or by any person who is not employed by the Village.

SECTION 5: If copies of records are requested, the fees for such copies, whether certified or not shall be determined from time to time by the FOIA Officer pursuant to Section 6 (b) of the Freedom of Information Act. The Village Clerk shall maintain a written schedule of current fees in the Clerks office. The fees so charged shall reflect the actual cost of copying the records and the cost of certifying copies, if certification is requested.

SECTION 6: In the event that a request to inspect Village records is denied by the FOIA Officer, the denial may be appealed to the Public Access Counselor of the State of Illinois.

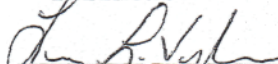
SECTION 7: The Village Clerk shall prepare: (a) a Village Information Directory; (b) a block diagram of the functional subdivisions of the Village; (c) a Village Records Directory; and (d) a records Catalogue, all of which shall be attached hereto and made part hereof as Exhibits "A", "B", "C", and "D". This information shall also be posted on the Village's website if the Village has one.

SECTION 8: THIS ORDINANCE shall be in full force and effect immediately upon its passage and approval as required by law.

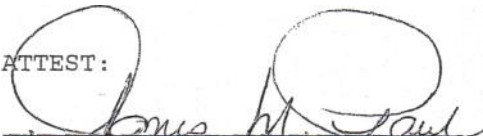
Passed this 1st day of March 2010, by the Village Board of the Village of Goreville, County of Johnson, Illinois, by a roll call vote as follows:

Ayes: 6 Nays: 0 Absent: 0

Approved this 1st day of March, 2010, by the Mayor of the Village of Goreville, Johnson County, Illinois

rb
Illinois.


Larry L. Vaughn, Mayor

ATTEST:


Agnes M. Paul, Village Clerk