Request for information under the Illinois Freedom of Information Act

The Illinois Freedom of Information Act (5 ILCS 140/1, et seq.) provides for access to public information. If all or any part of the information is denied the exemption justifying the denial will be provided. Information on appeal procedures under the Act may be attained by contacting the Public Access Counselor, Illinois Attorney General’s Office, 500 S. 2nd Street, Springfield, IL, 62706.

The Act allows the Village to respond to requests for information within specified time periods. The Village may also charge fees for certain costs of reproducing documents. If fees are charged they shall be paid prior to delivery of any records. Any Freedom of Information request faxed to the Village after regular working hours will be considered received on the next business day. Please complete all information requested including name, address and daytime phone number in case the FOIA Officer needs to contact you.

Public records include all records, reports, forms, writings, letters, memos, books, papers, maps, photos, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession or under the control of any public body. A few examples of public records available under FOIA are: orders; rules; reports or studies; contracts; names, titles and salaries of public employees; and the voting records of public bodies. Information can be available in electronic as well as paper format.

The Village of Villa Park has appointed FOIA officers, Janet Gorman, Human Resource Manager and Robert Budig Deputy Chief of Police. You may send a request to the FOIA Officer, Village of Villa Park, 20 S. Ardmore Avenue, Villa Park, IL., 60181. Phone number for the Village Hall is 630-834-8500. Electronic requests may be made on the website invillapark.com.

Description of Information Requested (include pertinent address, dates, names):

Printed Name

Signature

Address

Phone

E-mail