

**ORDINANCE NO. 2010-06**

**AN ORDINANCE OF THE VILLAGE OF MARYVILLE  
SETTING FORTH PROVISIONS FOR COMPLIANCE WITH THE  
ILLINOIS FREEDOM OF INFORMATION ACT**

WHEREAS, the Freedom of Information Act took effect on July 1, 1984 (5 ILCS 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 Maryville 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 President and the Board of Trustees of the Village of Maryville, Madison County, Illinois as follows:

SECTION 1: The Village Clerk is hereby designated as the FOIA Officer to whom all initial requests for access to the records of the Village are to be referred. Such requests are to be made at the offices of the Village Clerk at 2520 North Center, Maryville, Illinois, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. In the event that the Village Clerk is not available during the times described above, the Deputy Village Clerk is designated as the Deputy FOIA Officer to whom such initial requests are to be made. Except in instances when records are furnished immediately, the FOIA Officer, or his or her designees, shall receive requests submitted to the Village under the Freedom of Information Act, ensure that the Village responds to requests in a timely fashion, and issue 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 the 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 complied with or denied; and
- (4) create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

SECTION 3: The FOIA Officer and Deputy FOIA Officer 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 as 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 Clerk's 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 substantially in the same form as the documents attached hereto and made a part hereof as Exhibits "A", "B", "C", and "D". This information shall also be posted on the Village's website.

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

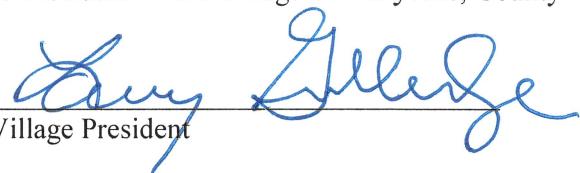
PASSED this 17th day of February, 2010, by the Corporate Authorities of the Village of Maryville, County of Madison, Illinois, by a roll call vote as follows:

AYES: Limberg, Schmidt, Bell, Kostyshock, Garcia, Short

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED this 17th day of February, 2010, by the President of the Village of Maryville, County of Madison, Illinois.

  
\_\_\_\_\_  
Village President

ATTEST:

  
\_\_\_\_\_  
Shelma Long  
Village Clerk



## MUNICIPAL INFORMATION DIRECTORY

Village of Maryville - a non-home rule municipality.

The Village of Maryville is a municipality incorporated and organized under the laws of the State of Illinois for the purpose of providing its residents with the following services:

- A. Police protection.
- B. Fire protection.
- C. Sewer and water services.
- D. Administrative services.

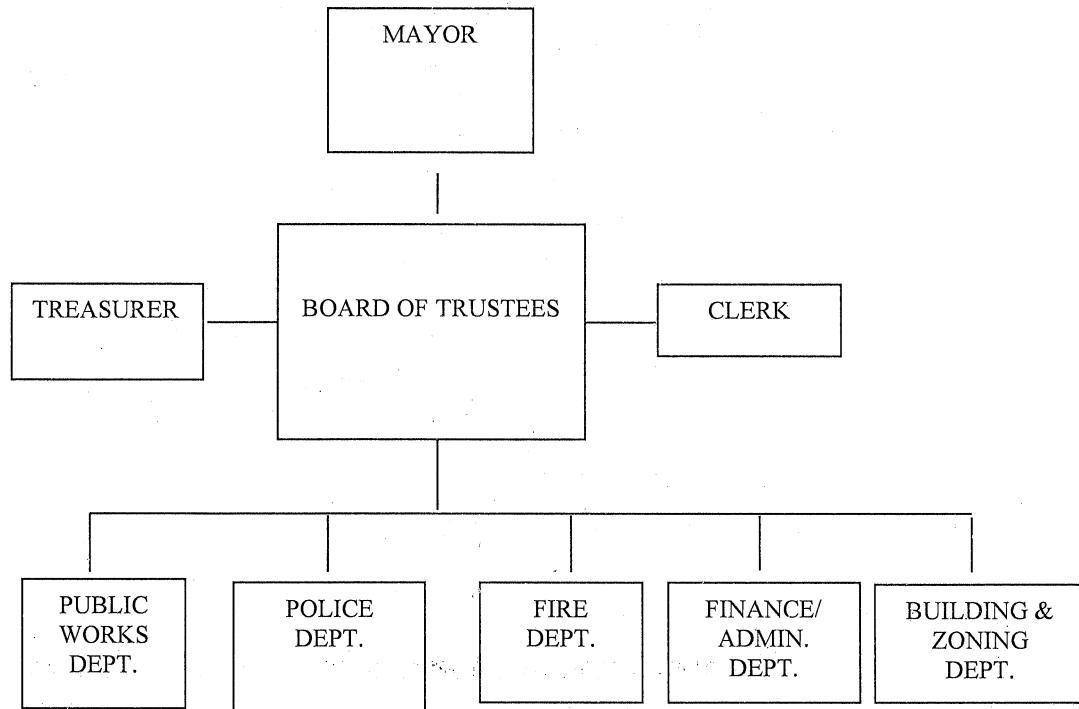
The approximate amount of the operating budget of the Village of Maryville is \$11,874,000 (2023/2024). The Village's administrative office is located at 2520 North Center in Maryville. The Police Department is located at 2500 North Center; the Fire Department is located at 300 N. Donk; the Street Department is located at 300 East Division, the Water & Sewer Department is located at 1345 Pleasant Ridge Road; the Village also has a pumping station for its water distribution system located at 2005 Bluff Road, Collinsville, IL. The Village currently employs approximately 55 full and part-time employees. The members of the boards, commissions and committees of the Village are as follows:

VILLAGE BOARD	NAME
Village Board President (Mayor)	N. Craig Short
Village Board of Trustees	R. Todd Bell
Village Board of Trustees	Julie Clark
Village Board of Trustees	Edward Kostyshock
Village Board of Trustees	Rodney Schmidt
Village Board of Trustees	Michael Vallino
Village Board of Trustees	Wayne White

The Village has the following volunteer committees:

- Community Improvement Board
- Fire & Police Board of Commissioners
- Fire Pension Board
- Heritage & Museum Committee
- Parks & Recreation Committee
- Planning Commission
- Police Pension Board
- Zoning Board of Appeals

## SAMPLE BLOCK DIAGRAM OF FUNCTIONAL SUBDIVISIONS



The Freedom of Information Officers for the Village are:

Name: Contact Location:

Village Clerk 2520 N. Center St., Maryville, IL 62062

Deputy Village Clerk 2520 N. Center St., Maryville, IL 62062

## MUNICIPAL RECORDS DIRECTORY

### Village of Maryville

Any person requesting records of the Village of Maryville may make such a request either in person, orally or in writing at Village Hall located at 2520 North Center, Maryville, Illinois 62062. Such request should be made to Village Clerk, FOIA Officer at such address and if he or she is not present in person, you should see Deputy Village Clerk, Deputy FOIA Officer. Another method would be by mailing, faxing or emailing a written request to either Village Clerk or Deputy Village Clerk specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the FOIA Officer at the address of the Village Hall. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The fees for any such records, if the person requesting the records wishes them to be copied, are as follows:

First 50 pages, black and white, letter or legal size copies, no cost.

Additional pages, black and white, letter or legal, actual cost to \$0.15.

Electronic records will be formatted subject to reimbursement for costs of recording medium.

Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.

Costs of certifying a record will be \$1.00.

Records may be furnished without charge or at a reduced charge, as determined by the Village, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

## RECORDS CATALOGUE & INDEX

<u>Type of Records</u>	<u>Category of Records</u>
Financial	Audit Budget Payroll / Salary / Benefits Appropriation Ordinance Tax Levy & Receipt records Vendor Invoices Bank Statements w/cancelled checks & deposit receipts Accounting Posting Journals Liquor Licenses Business Registrations Receipt Records – General/Fines/Fees/Tax Bond Documents Water & Sewer Billing Records
Building	Permits Inspection Reports Plats Building Plans
Meetings	Agendas Minutes Ordinances Resolutions Proclamations
General/Administrative	Code of Ordinances All Contracts – Consulting, Service, Purchase Correspondence Files Comprehensive Plan Employee Handbook Village Property Records Village Maps Committee Files Projects Grants
Police Department Records	
Fire Department Records	
Public Works Department Records	



# SAMPLE FORM

## FOIA REQUEST

\*\*Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request or Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.\*\*

Name and Address of Public Body Receiving Request: Village of Maryville, Illinois

2520 N. Center Street

Maryville, IL 62062

Date Requested: \_\_\_\_\_

Request Submitted By:  E-mail  U.S. Mail  Fax  In Person

Name of Requester: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/County Zip (required): \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ E-mail (Optional): \_\_\_\_\_

Fax (Optional) \_\_\_\_\_

Records Requested: \*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you want copies of the documents?  YES or  NO

--Do you want  Electronic Copies or  Paper Copies? (Check one)

--If you want Electronic Copies in what format? \_\_\_\_\_

Is this request for a Commercial Purpose?  YES  NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver?  YES  NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).