

RESOLUTION NO. 449

A RESOLUTION SETTING FORTH  
PROVISIONS FOR COMPLIANCE  
WITH THE ILLINOIS FREEDOM  
OF INFORMATION ACT

WHEREAS, The Freedom of Information Act (Act) was enacted on July 1, 1984 (5 ILCS 140/1 et seq.); and

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

WHEREAS, it is the policy of the Fox River Water Reclamation District (District) 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 District:

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE FOX RIVER WATER RECLAMATION DISTRICT, KANE AND COOK COUNTIES:

SECTION I: Freedom of Information Act Officers. The Executive Director shall designate one or more Freedom of Information Officers for the Fox River Water Reclamation District (FOIA Officer) to whom all requests for access to the records of the District are to be directed. Such requests are to be made at the administrative offices of the District at 1957 N. LaFox Street (Route 31), South Elgin, Illinois 60177, between the hours of 8:30 a.m. to 4:00 p.m., Monday through Friday, excluding holidays.

SECTION II: Public Records Request. 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 District acting under the direction of the Executive Director or Technical Services Director or 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 District.

SECTION III: Fees. Pursuant to Section 6 of the Act, the following fees and policies with respect to fees are established.

a.) When records are furnished using electronic medium, the fees shall be the actual cost of the medium, eg. Disk, diskette, tape or other medium.

b.) Black & white copies of letter or legal sized records shall be free for the first 50 pages and \$0.15 per page for each page over 50 copies.

c.) Color copies, if available, shall be charged a fee of \$0.50 per page for letter and legal and \$0.75 for ledger (11" x 17") sized documents.

d.) Black & white copies of ledger size documents shall be charged a fee of \$0.25 per page and plat copies shall be charged a fee of \$1.00 per page.

e.) The cost for certifying records shall be \$1.00.

f.) In accordance with Section 6 (c) of the Act, documents shall be furnished at the reduced rate of one-half (1/2) of the fees set forth above, if the person requesting the documents states the specific purpose for the request and indicates that a reduction of the fee is in the public interest. A 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.

g.) Fees for copies not otherwise set forth herein shall be reasonably calculated to reimburse the District for its actual cost for reproduction.

h.) After calculating the appropriate fee for record copies and/or certification based on the forgoing provisions of this Section, the FOIA Officer shall waive the first \$10.00 in copy expense per applicant per thirty day (30) period and not to exceed two (2) times per calendar year.

SECTION IV: Informational Material. The FOIA Officer shall prepare the information required by Section 4 and Section 5 of the Act, including; (a) a description of the District and a District information directory; (b) a block diagram of the functional subdivisions of the District; (c) a District records directory; and (d) a records list. The information and material shall also be posted on the District web site.

SECTION VI: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

FOX RIVER WATER RECLAMATION DISTRICT

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Clerk

Passed this 24<sup>th</sup> day of February, 2014.

VOTE: AYES: 5      NAYS: 0      ABSTAIN: \_\_\_\_\_