

FREEDOM OF INFORMATION ACT

1. The purpose of the Village is to perform the duties and exercise the powers granted in the Illinois Municipal Code, 65 ILCS 5/1/1 *et seq.* for the benefit of the residents of the Village of Maple Park.
2. The total amount of the Village's operating budget) for FY 2024 (May 1, 2023 to April 30, 2024) is Revenues: \$2,480,706, Expenses: \$6,135,608.
3. The Village has only one office, located at 302 Willow Street, P.O. Box 220, Maple Park, IL 60151, (815) 827-3309.
4. The Village currently employs Five (6) full-time and approximately Fourteen (14) part-time employees
5. Identification and membership of any board, commission, committee, or council – a list of all current members can be found on the website at www.villageofmaplepark.org.
 - Village Board of Trustees – First Tuesday of each month (7:00 p.m.)
 - Committee of the Whole – Third Tuesday of each month (7:00 p.m.)
 - Planning & Zoning Commission – As needed
6. Description of the methods by which the public may request information and public records:

Requests for inspection and/or copying of public records shall be made in writing and filed at the Office of the Village Clerk. Such requests may be submitted to the Village Clerk via personal delivery, mail, e-mail, or other means available to the public body.

A form for making a written request is available at the Village Hall, 302 Willow Street, P.O. Box 220, Maple Park, IL, 60151, or on the website at www.villageofmaplepark.org.

The requester need not specify the purpose for a request, except the requester shall specify whether or not the public records are requested for a commercial purpose. The Village may decide to grant a request for a fee waiver, if made by the requester.

7. Public records will be made available by the Village FOIA Officers named below, for inspection and copying, at the Village Hall, 302 Willow Street, Maple Park, IL, during regular business hours, Monday through Friday (except Holidays), between 8:30 a.m. and 4:30 p.m. (closed from 12-1 for lunch). Documents will also be emailed if requested.
8. The Village's Freedom of Information Officers are the following:

Village Clerk
302 Willow Street, P.O. Box 220
Maple Park, IL 60151
(815) 827-3309
villageclerk@villageofmaplepark.com

Police Chief
306 Willow Street, P.O. Box 148
Maple Park, IL 60151
(815) 827-3286
kclifton@villageofmaplepark.com

9. The Village charges \$0.15¢ per page for copies of public records. The first 50 pages of public records (black and white, letter or legal-sized copies) are provided to the requester free of charge in accordance with 5 ILCS 140/6. Other guidelines regarding copying and inspection of public records, and fees, are as follows:

(a) When a person requests a copy of a record maintained in an electronic format, the Village shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the Village shall furnish it in the format in which it is maintained by the public body, or in paper format at the option of the requester. The Village may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium. The Village will not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records. Except to the extent that the General Assembly expressly provides, statutory fees applicable to copies of public records when furnished in a paper format shall not be applicable to those records when furnished in an electronic format.

(b) For any copies in color or in a size other than letter or legal (if such can be provided), the Village will charge its actual cost for reproducing the records. In calculating its actual cost for reproducing records or for the use of the equipment of the public body to reproduce records, the Village does not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records. Such fees shall be imposed according to a standard scale of fees, established and made public by the body imposing them.

(c) Documents shall be furnished without charge or at a reduced charge, as determined by the public body, 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. For purposes of this subsection, "commercial benefit" shall not apply to requests made by news media when 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. In setting the amount of the waiver or reduction, the Village may take into consideration the amount of materials requested and the cost of copying them.

MANY VILLAGE OF MAPLE PARK DOCUMENTS CAN BE FOUND ON THE WEBSITE AT WWW.VILLAGEOFMAPLEPARK.ORG.

Disclosure of any and all such records is subject to exemptions allowed by the Act.