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FREEDOM OF INFORMATION

Public Records Request

City of Kinmundy, Illinois Freedom of Information

Method of Requesting Public Records Under the Freedom of Information Act as Amended by Public Act 96-542, Effective 1/01/2010 5ILCS 140.

FOIA Officers:

Teresa Hanks, City of Kinmundy, 115 W. Third Street, Kinmundy, IL 62854
Phone: (618) 547-3221
Fax: (618) 547-4008
Email: Kinmundy1857@gmail.com

Police Chief Kevin Barry, Kinmundy Police Dept., 115 W. Third Street, Kinmundy, IL 62854
Phone: (618) 899-0869
Fax: (618) 547-4008
Email: KinmundyChief@gmail.com

Any person requesting public records of the City of Kinmundy may make such a request during regular business hours 9:00 a.m. to 3:00 p.m., in writing, by phone, fax, or e-mail to one of the FOIA officers listed above. The request should specify in detail the particular record requested to be inspected or copied. The request should also specify if any records are to be certified. FOIA Request Forms to request inspection or copy of records are available at City of Kinmundy, or on the City website.

Download the Public Records Request Form

Fee Schedule:

- First 50 pages, black and white, letter or legal, no cost.
- Each additional page, black and white, letter or legal, \$0.15
- Police Department – Accident Reports, \$5.00 per Report (Illinois Vehicle Code)
- Electronic records shall be formatted subject to reimbursement for cost of recording medium
- Color copies or copies in size other than letter or legal shall be reimbursed to actual costs.
- Certification sheets, one dollar (\$1.00) per record

- Prepayment of copying costs may be requested if it is determined that the probable cost of copying requests exceed \$10.00

Public records may be furnished without charge or at a reduced charge, as determined by the City, if the person requesting the documents states the specific purpose for the request and indicated that a waiver or reduction of the fees is in the public interest. Waiver of 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.

Each request for public records may be made complied with or denied within five (5) working days after its receipt. The five (5) day person may be extended to fourteen (14) working days, if required.

NOTE: Some public records are exempt from inspection and copying under the provisions of the Freedom of Information Act, including records that are specifically prohibited from disclosure by federal or state law or rules and regulations implementing federal or state law. A copy of the exemption under the Act may be obtained from the Illinois Attorney General's web site:

<http://foia.ilattorneygeneral.net/FreedomofInformationAct.aspx>

Procedures for Appeal of a Denial to Inspect or Copy a Public Record:

A person whose request to inspect or copy a public record is denied may file a request for review with the Public Access Counselor established in the office of the Attorney General not later than sixty (60) days after the date of the final denial. The request for review must be in writing, signed by the requester, and include a copy of the request for access to records and any responses from the public body.

Public Access Counselor
Office of the Attorney General
500 S. 2nd Street
Springfield, IL 62706