

**FOIA POLICY
CITY CLERK'S OFFICE
CITY OF BELLEVILLE, ILLINOIS**

THE PUBLIC HAS THE RIGHT TO INFORMATION PRODUCED BY THEIR GOVERNMENT, WITH CERTAIN PRIVACY LIMITATIONS (5ILCS 140). IT IS THE POLICY OF THE CITY CLERK'S OFFICE TO PROVIDE ASSISTANCE IN OBTAINING THAT INFORMATION.

HOW TO OBTAIN INFORMATION: YOU MAY OBTAIN INFORMATION FROM THE CITY IN A VARIETY OF WAYS.

1. REQUEST IT IN PERSON AND FILL OUT A FORM, WRITING, FAX, E-MAIL AND RECEIVE IT.
2. THE CITY CLERK'S POLICY IS TO IMMEDIATELY GIVE UPON REQUEST ALL PUBLIC INFORMATION WHICH IS FILED IN THIS OFFICE. OCCASIONALLY, WHEN RECEIVING LARGE REQUESTS, WE MAY REQUIRE A FEW DAYS TO ASSEMBLE IT (THE ACT PROVIDES FOR A 7-DAY WINDOW. IN ALL CASES, WE ATTEMPT TO PROMPTLY COMPLY WITH YOUR REQUEST.)
3. THE CITY HAS A FREEDOM OF INFORMATION DIRECTORY AVAILABLE FOR INSPECTION. ALL CITY RECORDS, DEPARTMENTS AND COMMISSIONS ARE LISTED IN THIS BOOK FOR YOUR CONVENIENCE.
4. ORIGINAL DOCUMENTS MAY BE VIEWED. COPIES ARE AVAILABLE AT 25 CENTS PER PAGE.
5. WAIVER OR REDUCTION OF FEES IS AVAILABLE IF YOU QUALIFY. PURSUANT TO THE FOI ACT, WAIVERS ARE GRANTED ONLY FOR THOSE REQUESTS THAT ARE MADE IN THE INTEREST OF THE PUBLIC.
6. INFORMATION THAT IS AVAILABLE FROM OTHER OFFICES MAY BE OBTAINED UPON REQUEST OR WRITTEN FOIA REQUEST. YOUR REQUESTS WILL BE PROCESSED AS QUICKLY AS POSSIBLE. LARGE REQUESTS MAY REQUIRE A FEW DAYS TO ASSEMBLE.
7. OCCASIONALLY, AN EXTENSION OF TIME IS REQUIRED. YOU WILL BE NOTIFIED IN WRITING IF AN EXTENSION IS REQUIRED.
8. OCCASIONALLY, SOME INFORMATION MAY BE DENIED PURSUANT TO THE ACT. YOU WILL BE NOTIFIED IN WRITING IF MATERIAL IS DENIED. THERE IS AN APPEAL PROCESS IF YOU DISAGREE WITH THE DENIAL. THE CLERK'S OFFICE AND/OR LEGAL DEPARTMENT WILL ASSIST YOU IN EXPLAINING THE APPEAL PROCESS.
9. WE ARE HAPPY TO ASSIST YOU SHOULD YOU HAVE ANY QUESTIONS REGARDING YOUR RIGHTS UNDER THE ACT.

LINDA FIELDS
CITY CLERK

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