

**CITY OF CARBONDALE, ILLINOIS
METHOD OF REQUESTING RECORDS
UNDER THE FREEDOM OF INFORMATION ACT
5 ILCS 140/1 et. seq. and City Ordinance No. 2010-04 as amended**

**RACHAEL E. MOORE, CITY CLERK
FREEDOM OF INFORMATION OFFICER**

All requests to inspect and/or copy records prepared or maintained by the City of Carbondale shall be made in the following manner:

1. All requests shall be in writing, shall include the name and mailing address of the requestor and, if the record(s) is/are to be used for a commercial purpose, indicate for what purpose they will be used.¹ It shall be the responsibility of the requestor to provide the City of Carbondale with a correct and complete mailing address so as to efficiently process the requests OR if the records are to be e-mailed, to provide the City with a correct, legible e-mail address.
2. Written requests shall be directed to City Clerk Rachael E. Moore as Freedom of Information Officer. Written requests may be submitted in person at the City Clerk's Office, Room 165, Carbondale City Hall, 200 South Illinois Avenue, Carbondale, Illinois, during the hours of 8:00 a.m. through 5:00 p.m., Monday through Friday, OR by U.S. Mail to the FOI Officer, Post Office Box 2047, Carbondale IL 62902-2047, OR by fax at (618) 457-3283 OR by e-mail to foiofficer@ci.carbondale.il.us.
3. Each request shall be granted or denied within five (5) business days after its receipt, *except that* the time limit prescribed above may be extended for good cause as provided in the FOIA. The person submitting the request shall be notified in writing of the extension, the reason(s) for the extension and the date on which the requested record(s) will be available.
4. In accordance with 5 ILCS 140/3.5, the FOIA Officer has determined that there are no records which the City of Carbondale shall be required to immediately disclose upon request. However, nothing prohibits or precludes the FOIA Officer from providing records immediately upon request, if possible.
5. Copies of records will be provided in the format specified by the requestor. Charges for copies of records will be imposed in accordance with the following:
 - a) The first fifty (50) black-and-white, letter size pages and/or legal size pages will be copied and provided free of charge;
 - b) All letter size and/or legal size black-and-white copies exceeding the first fifty (50) copies will be provided at a cost of fifteen cents (15¢) per page;
 - c) All color copies, oversized copies, plats, maps, discs, diskettes, tapes, CDs or DVDs will be provided at the City's actual cost for reproducing the record.
 - d) 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.
 - e) Copies will be certified by the City Clerk at an additional cost of \$1 per record.
 - f) Copies of records requested to be mailed will be sent United States Certified Mail, Return Receipt Requested, to the address provided by the requestor. Prepayment of all certified mailings costs shall be required.
 - g) There will be no charge assessed for search for and/or review of records or other personnel costs associated with copying the records. All required fees shall be prepaid.
6. If the City of Carbondale denies a request for public records, the requestor shall be notified in writing of the decision to deny, the reason for the denial including the factual basis for the application of the exemption claimed, and the name(s) of the person(s) responsible for the denial. The requestor shall also be informed of the right to review by the Public Access Counselor in accordance with 5 ILCS 140/9.

¹ A request submitted by news media or by non-profit, scientific or academic organizations will not be deemed to be made for commercial purposes if the principal purpose of the request is (a) to access and disseminate information concerning news and current or passing events, (b) for articles of opinion or features of interest to the public, or (c) for the purpose of academic, scientific or public research or education.