

SUPERVISOR
Catherine "Kay" Starostovic

CLERK
Judy Martini



GRANT TOWNSHIP
Est. 1850

TRUSTEES
Robert Hamm
Robert "Bob" Selle
Tom Lippert
Karen Fischer

OFFICE USE ONLY:

Date Received: _____

Date of reply: _____

Received by: _____

Additional time requested: _____

GRANT TOWNSHIP FOIA REQUEST

A request for records in accordance with the Freedom of Information Act

Date requested: _____

Request submitted via: Email _____ US Mail _____ Fax _____ In person _____

Name of Requester (Optional): _____

Address: _____

City/St/Zip (required) _____

Telephone: _____ Email: _____

Fax (optional): _____

Records requested: *Please provide as much specific detail as possible so the public body can identify the information that you are seeking. Please attach additional pages, if necessary.*

Is this request for commercial purposes? Yes _____ NO _____

It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body (5ILCS) **Request and reason for waiver of fees** _____

Requesting to view information? _____ -OR- Requesting copies of information? _____

If requesting electronically reproduced copies in what format needed _____

Return copy request via: Email _____ US Mail _____ Fax _____ In person _____

****There is no fee for first 50 pages of FOIA Documents. Over 500 pages is Fifteen Cents per page*****

** Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request

26725 W. Molidor Road • Ingleside, IL 60041 • Phone: 847-740-2233 • Fax: 847-740-2255
Email Address: granttownship@sbcglobal.net • Website: granttownshipcenter.org

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GRANT TOWNSHIP FOIA REQUEST

A request for records in accordance with the Freedom of Information Act

Grant Township supports transparency in government and the right to access public records. A request for access for certain Township public records must be in writing pursuant to Illinois Freedom of Information Act 5 ILCS 140/1 et seq. For your convenience, following is a form that you may use to request certain information. Please be as specific as possible with your request so that we fully understand what you are asking, and reply with the correct information. If necessary, you may attach additional pages.

The information you are seeking may already be available and posted on the Grant Township website (). You may not need to file a Freedom of Information Act request according to Section 3.5. Those records that are immediately disclosable without a formal written FOIA request are:

Township Ordinances and Resolutions
Minutes of Board Meetings, Special Call Minutes and released Executive Sessions
Zoning Maps on File
Compensation Chart
Any information on Township Website

Illinois law requires public bodies to comply with or deny a FOIA request within 5 business days, and we will always do our best to provide a response in this time-frame. However, there are circumstances where the time for response must be extended. An extension of 5 days is allowed under the law. A request for records to be used for a commercial purpose requires a public body to respond within 21 business days.

In keeping with the copying fees allowed by the Illinois Freedom of Information Act, ILCS 140/6B, the Township charges a fee of Fifteen Cents per copy for more than 50 pages printed. Please send the Township a check made payable for \$_____ made out to Grant Township Office.

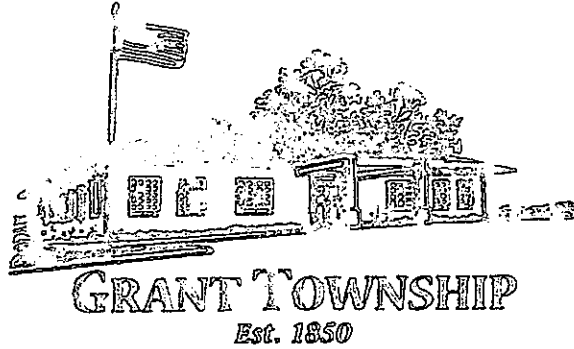
Sincerely

FOIA Officer for Grant Township and Grant Township Clerk
Email _____ phone 847-740-2233

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Grant Township Freedom of Information Implementation Resolution 2024th 02

Whereas, certain amendments to the Illinois Freedom of Information Act and Open Meetings Act (collectively the "Act") became effective January 1, 2010. Whereas, while the Acts are basically self-executing, Grant Township believes it is helpful to name Freedom of Information Officers, and in the best interests of proper administration of the Acts to require those who make requests for records to provide certain information at the time of the request. Now therefore be it resolved by the Grant Township Board of Trustees:

1. The following are designated as Grant Township Freedom of Information Officers:
 - A. Grant Township Clerk and Chief Freedom of Information Officer
 - B. Grant Township Administrative Assistant
 - C. The Township Supervisor is given the authority to remove, add, substitute or replace Freedom of Information Officers as he/she deems fit with the Board's approval.
 - D. The FOIA Officers will receive yearly the mandatory training of the FOIA Act.
2. Fees: Fees in the FOIA Act and approved by the Board are: No charge for first 50 pages if requesting hard copies and Fifteen Cents per page over 50 pages.
3. At the time a FOIA request is made, the requestor must state in writing:
 - A. Whether the request is for commercial purposes.
 - B. Whether the requestor wants copies of the documents, and if so, does the requestor want Electronic or paper copies.
 - C. In what format does the requestor want electronically produced documents?
 - D. Whether the requestor is seeking a waiver of fees and the reason why.

Adopted this 18th day of June 2024