

CITY OF ROCKFORD

FREEDOM OF INFORMATION ACT

REQUESTS FOR PUBLIC RECORDS

The City of Rockford maintains a comprehensive Policy implementing the Illinois Freedom of Information Act (the "FOIA Policy"), which provides procedures, instructions, and forms for obtaining City public records.

This document provides a brief summary of the City's FOIA Policy.

All requests to inspect or copy public records must be submitted to the City in writing. The City encourages Requestors to submit their requests on the convenient form provided by the City, which is available on the City's website. The City will review all written requests in any form. The City will respond to each written request to inspect or copy public records in a manner consistent with the Illinois Freedom of Information Act.

Copies of public records will be provided upon payment of a copying fee, if applicable, as provided in Section IV of the FOIA Policy. If requested, copies of public records will be mailed after the City receives payment of the actual cost of postage and copying.

Requests and other communications regarding City records relating to a request to inspect or copy public records, all requests for copies of the FOIA Policy, and all requests for any other information relating to the City's implementation of the Illinois Freedom of Information Act may be submitted:

1. On the City of Rockford's Website; or
2. To the applicable department's Freedom of Information Liaison Officer (FILO);
or
3. To the City's Freedom of Information Officer: Kerry F. Partridge, Department of Law, 425 East State Street, Rockford, IL 61104, kerry.partridge@rockfordil.gov.

The foregoing information is provided pursuant to Section 4(b)
of the Illinois Freedom of Information Act, 5 ILCS 140/4(b).
