

## Freedom of Information Act

### Policy:

It is the policy of Vermilion County to encourage citizen involvement with government, promote transparency and knowledge about government operations. All public records not otherwise confidential shall be made available to the public.

### Intake:

All requests for information under the Freedom of Information Act shall be made in writing to the County Board Office located at the Courthouse Annex Building, 6 N. Vermilion Street, 3<sup>rd</sup> Floor, Danville, IL. 61832. Requests shall be directed to the "FOIA Officer."

Upon the receipt of a request for information, whether denoted as a "FOIA" request or not, the request shall be transmitted to an administrative assistant who shall open a file, make copies of the request, log the date of receipt, and distribute the request to the appropriate designated FOIA officer for the County or any of its Departments.

Upon receipt of such request, the appropriate FOIA officer will note the date of receipt of the request and the date response is required by. The FOIA officer shall maintain a copy of all requests and correspondence relative to the request or ensure that a copy is on file at the County Board Office.

Within 5 business days the appropriate FOIA officer shall issue a response by (a) requesting an extension, (b) request a review by the Public Access Counselor, (c) request clarification from the requestor, (d) a denial and the legal basis therefore, or (e) respond appropriately to the request redacting otherwise confidential material if necessary.

If the FOIA officer seeks to deny the request on the basis of a 'disclosure of personal information' or 'preliminary draft' exception, the FOIA officer shall notify the requestor and the Public Access Counselor ("PAC") of that and await approval or direction from the PAC.

### Review:

If a person requesting information wishes to appeal a denial issued by the FOIA officer, they shall submit that request in writing to the Public Access Counselor at:

Public Access Bureau  
500 S. 2<sup>nd</sup> Street  
Springfield, IL. 62706  
217-558-0486  
[publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

Items for immediate disclosure, subject to the redaction of private information include but are not limited to:

- Records relating to the obligation, receipt, and use of public funds by the County;
- Certified payroll records;
- Settlement Agreements;
- Final Collective Bargaining Agreements (“CBAs”)[*note* these are also posted on our website under the County Board tab];
- All employee and personnel manuals.

Items which will not be routinely disclosed include but are not limited to:

- Preliminary research, notes and drafts;
- Case files, work product and open investigation files of law enforcement and attorneys;
- Minutes of closed or executive meetings unless specifically released by the appropriate board or committee;
- Private information or statutorily protected information exempt from disclosure by the Freedom of Information Act, as amended from time to time and any State or Federal Law, regulation or authoritative ruling.

Question regarding this policy or procedure may be made by calling the Vermilion County Board Office, 217-554-6000 or visiting our office during normal business hours, 8:00 AM to 4:30 PM Monday through Friday, (closed on holidays as set by the County Board)