

## 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 County Administrative Building, 201 North Vermilion Street, 2nd 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)

Vermilion County is a body politic, being a unit of local government in the State of Illinois. The County employs approximately 450 people. The County Board is the governing board for the various county departments for budgetary purposes. In some cases, the County Board office will directly supervise the management of an office, such as the Highway Department, but in many cases the office is run by an elected official and the Board has only budgetary authority over the office, leaving internal control of the office largely to the office holder. The County government is comprised of several departments:

Animal Shelter – Enforces Animal Control Act and County Ordinances related thereto and investigates rabies control issues.

14775 Catlin/Tilton Rd  
Danville, IL 61834 (217) 431-2660 (217) 431-7490

Auditor – audits all financial transactions for the County.

201 N. Vermilion  
Danville, IL 61832 (217) 554-6022 (217) 554-6024

Board of Review – Hears complaints regarding property tax assessments.

201 N. Vermilion  
3<sup>rd</sup> Floor  
Danville, IL 61832 (217) 554-1950 (217) 554-1955

Building & Grounds – maintains all County buildings except for the Public Safety Building and Juvenile Detention Facility.

123 N. Hazel  
Danville, IL 61832 (217) 554-1961 (217) 554-1965

Circuit Clerk – Maintains all Court and probate records for Vermilion County

7 N. Vermilion  
Danville, IL 61832 (217) 554-7700 (217) 554-7728

Coroner – Investigates and determines causes of death where needed.

123 N. Hazel  
Danville, IL 61832 (217) 554-6030 (217) 554-6033

County Board- Prepares and passes budgets for each County office and passes ordinances and resolutions relative to the running of County government.

201 N. Vermilion  
2<sup>nd</sup> Floor  
Danville, IL 61832 (217) 554-6000 (217) 554-6010

County Clerk - Maintains various county records such as birth certificates, marriage licenses, county ordinances and tax levies.

201 N. Vermilion  
1<sup>st</sup> Floor  
Danville, IL 61832 (217) 554-1900 (217) 554-1914

Danville Election Commission – Handles elections within the City of Danville

201 N. Vermilion  
Lower Level  
Danville, IL 61832 (217) 554-1930 (217) 554-1933

Emergency Management Agency- Responds to and plans for emergency situations and dangerous weather.

201 N. Vermilion Danville, IL. 61832  
Danville, IL 61832 (217) 443-6010 (217) 443-6653

Health Department – assists people in healthcare and educates and promotes good health, monitors food safety and establishments.

200 S. College  
Suite A  
Danville, IL 61832 (217) 431-2662 (217) 431-7483

Highway - Maintains and repairs roads and bridges on the County Highway system, assists Township Road Commissioners in various tasks.

2732 Batestown Rd.  
Oakwood, IL 61858 (217) 431-6683 (217) 431-6709

Judges

7 N. Vermilion  
Danville, IL 61832 (217) 554-7830

Jury Commission – Organizes and prepares lists for jury selection in petit and grand juries.

7 N. Vermilion  
Danville, IL 61832 (217) 554-7865 (217) 554-7868

Juvenile Detention – Housing minors in pre-trial detention of serving sentences pursuant to court order.

150 E. Sager  
Danville, IL 61832 (217) 431-6691 (217) 477-1835

Mental Health 708 Community Mental Health Board – Assists in monitoring the provision of mental health services and provides limited funding to such providers.

200 S. College Street.  
Danville, IL 61832 (217) 443-3500 (217) 443-3503

Probation and Court Services – Provides court with pre-trial services outlined by statute and monitors individuals sentenced to serve local sentences requiring supervision by probation officers.

7 N. Vermilion  
Danville, IL 61832 (217) 554-7900 (217) 554-7938

Public Defender –Provides legal representation in cases that could result in incarceration to indigent individuals.

7 N. Vermilion  
Danville, IL 61832 (217) 554-7870 (217) 554-7878

Recorder of Deed – Maintains and records documents required or permitted by law to be recorded, including deeds, certain veteran service records and other matters as may be specified by law.

201 N. Vermilion  
1st Floor  
Danville, IL 61832 (217) 554-6040 (217) 554-6047

Sheriff – Chief Law enforcement officer of the County responsible for enforcement of law, service of process and other duties set by statute.

2 E. South St.

Danville, IL 61832 (217) 444-0100 (217) 431-3107

State's Attorney – Prosecutes criminal violations of the law, ordinance violations and represents the County in civil court proceedings

7 N. Vermilion

Danville, IL 61832 (217) 554-7750 (217) 554-7775

Superintendent of Schools – Assists local schools in record keeping, reporting requirements, and regulatory matters relative to the education system.

200 S. College

Suite B

Danville, IL 61832 (217) 431-2668 (217) 431-2671

Supervisor of Assessments – Maintains tax records concerning property and their assessments for tax purposes. Serves as Clerk of the Board of Review, works with Township Assessors.

201 N. Vermilion

4th Floor

Danville, IL 61832 (217) 554-1940 (217) 554-1955

Technology Services - Under supervision of the County Board Chairman assists in maintaining required technology, internet and computer services for County and its various departments.

201 N. Vermilion

Lower Level

Danville, IL 61832 (217) 554-6060 (217) 554-6070

(217) 554-7799 [mis@vercomis.org](mailto:mis@vercomis.org)

Treasurer – Responsible for holding and investing County funds, serves as County Collector, prepares tax bills for all County property.

201 N. Vermilion

1st Floor

Danville, IL 61832 (217) 554-6080 (217) 554-6088

The County has an operating budget of approximately \$39,000,000.00. Additional and detailed information may be obtained at

<http://www.vercounty.org/>