

CHAPTER 7  
**FREEDOM OF INFORMATION** *Amended, 2023-24-1023*

- 1-7-1 Designation of FOIA Officers
- 1-7-2 Information Concerning the Right to Disclosure
- 1-7-3 Method of Disclosure

1-7-1 DESIGNATION OF FOIA OFFICERS

The Village's Chief of Police shall be the Village's Freedom of Information Act Officer with respect to Freedom of Information Act requests relating to police reports and police or law enforcement matters.

The Village Clerk shall be the Village's Freedom of Information Act Officer with respect to all other Freedom of Information Act requests.

1-7-2 INFORMATION CONCERNING THE RIGHT TO DISCLOSURE

A bulletin containing information about how to obtain disclosure of Village records shall be prominently displayed at the Village Hall. A copy shall be filed with the Village Clerk. The bulletin shall include the following information:

- A. A short summary of the corporate purpose of the Village;
- B. A block diagram giving the functional divisions of the Village;
- C. The total amount of the operating budget of the Village;
- D. The number and location of the offices of the Village;
- E. The number of full-time and part-time employees of the Village;
- F. Identification and membership of any board, committee or council which operates in an advisory capacity or which exercises control over the policies of the Village.
- G. A brief description of how the public can acquire information on public records;
- H. A list by category of the types of records available for disclosure and a designation by titles and by specific name of those officials and employees to whom requests for public records shall be directed;
- I. A statement of the charge for copying of the public record requested.

1-7-3

METHOD OF DISCLOSURE

The Village Clerk shall keep on file written request forms which shall be available to the public for making requests of Village records.