

Records

Records are housed at the following locations:

City Hall/City Clerk's Office – 631 N Market St.

Fire Department – 830 Walnut St.

Police Department – 110 E. 4th St.

Records and information will be made available for inspection and copying unless the records or information are exempt under the Freedom of Information Act (list of exemptions available upon request in the City Clerk's Office). Records can be given to you in an electronic format if the requested format is feasible for the City. If the requested format is not feasible, then, at the requester's option, the City will provide the records in the electronic format in which they are kept or in paper form.

Each request will be complied with or denied within five business days after its receipt. The five day period may be extended by an additional five business days if the City can demonstrate that certain conditions exist, such as a large amount of records or the need for extensive review.

If the City denies a records request, then the requester may seek review of that denial either through the Illinois Attorney General's Public Access Counselor or through the court. The Public Access Counselor's phone number is: 312-814-5526 or 877-299-3642, the fax number is: 217-782-1396, and the e-mail address is: publicaccess [at] atg.state.il.us

Charge per copy:

First 50 pages copied are free, then .15 per sheet for black and white, letter or legal sized copies.

Charge per Electronic format:

The cost of materials will be charged.

Charge for Certification:

\$1.00 (excluding Police Department and Library)