



City of Carbondale
City Clerk
200 S. Illinois Avenue
Carbondale, Illinois 62901
Phone (618) 457-3280
Fax (618) 457-3283
Explorecarbondale.com

FREEDOM OF INFORMATION ACT

All Illinois municipalities – including the City of Carbondale – fall under the provisions of the Illinois Freedom of Information Act.

How do I Receive Copies of or View Records?

Submit a written or email request specifying which records you wish to view and/or receive copies and submit it to the appropriate Freedom of Information Officer listed below.

Online Records

The passage of Public Act 98-1129 provides that a public body is not required to furnish copies of records which are maintained on the public body's website. In the event that a person is unable to reasonably access the record, they should resubmit their FOIA request, and advise the public body why they were not able to access said records. Then the public body shall provide the requested record in accordance with the Illinois Freedom of Information Act.

When Will I Receive My Records?

The City will provide a response to noncommercial FOIA requests within five business days, unless a mutually-agreed upon date is established. Certain records or portions of records are exempt from disclosure under the Freedom of Information Act. If the records are exempt, the requestor will be provided with the specific provision(s) in the Freedom of Information Act which makes them exempt. The specific exemptions may be reviewed at <http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=85&ChapterID=2>

Questions regarding the Freedom of Information Act may be addressed to one of the Freedom of Information Officers or be emailing foiofficer@explorecarbondale.com

City of Carbondale FOIA Officers

Direct general requests for City records to Jennifer Sorrell, City Clerk, at jsorrell@explorecarbondale.com

Direct Police Department records requests (except for Police Pension Board) to Marcia Toliver, Records Supervisor, at mtoliver@explorecarbondale.com



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Pension Boards FOIA Officers

Direct all requests for the Fire Pension Fund to Kathy Haldeman at khaldeman@explorecarbondale.com

Direct all requests for the Police Pension Fund to Anthony Williams at awilliams@explorecarbondale.com

Fees for Records

Copies of records will be provided in the format specified by the requestor, if feasible.

Charges for copies of records will be imposed in accordance with the following:

- The first 50 black-and-white, letter size pages and/or legal size pages will be copied and provided free of charge
- All letter size and/or legal size black-and-white copies exceeding the first 50 copies will be provided at a cost of 15¢ per page
- All color copies, oversized copies, plats, maps, discs, diskettes, tapes, CDs or DVDs will be provided at the City's actual cost for reproducing the record
- Fees applicable to copies furnished in a paper format shall not be applicable to those records when furnished in an electronic format, except in the case of a voluminous request. For a voluminous request where records are to be provided in an electronic record format (but not PDF), \$20 up to 2MB, \$40 up to 4MB, and \$100 over 4MB; if the records are in PDF format, \$20 up to 80MB; \$40 up to 160MB; and \$100 for more than 160MB of data. If the responsive electronic records are in both a portable document format and not in a portable document format, the public body may separate the fees and charge the requester under both fee scales
- Copies may be certified by the City Clerk at an additional cost of \$1 per record
- There is a charge of \$10 for each hour spent by personnel in searching for and retrieving a requested record or examining the record for necessary redactions. No fees shall be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record
- Per the Illinois Vehicle Code, 625 ILCS 5/11-416, there is a fee of \$5 for copies of traffic crash reports