

PUBLIC NOTICE: FREEDOM OF INFORMATION ACT (FOIA) DIRECTORY

This information is provided in accordance with the Illinois Freedom of Information Act (**5 ILCS 140/4** and **5 ILCS 140/5**). This document is available for physical inspection and copying at this office and is posted on our official website.

1. ABOUT THIS PUBLIC BODY

- **Name of Public Body:** Freeport Township
- **Purpose:** To inform, educate, and empower citizens of Freeport, IL
- **Total Operating Budget:** \$ 1,496,697.00
- **Primary Office Location:** 524 W. Stephenson Street, Suite #310, Freeport, IL 61032
- **Regional/Sub-Offices:** None
- **Total Employees:** Approximately 9 full-time and part-time employees.

2. HOW TO REQUEST PUBLIC RECORDS

You may request public records by submitting a request in writing or email. While no specific form is required, requests should clearly state that they are being made under the Freedom of Information Act (FOIA).

Requests may be submitted via:

- **In-Person / Mail:** Deliver to the Freedom of Information Officer at the address listed below.
 - 524 W. Stephenson Street, Suite #310, Freeport, IL 61032
- **Email:** foia@freeporttownship.org
- **Fax:** 815-235-8028

3. DESIGNATED FOIA OFFICERS

The following individual(s) have been designated to receive, log, and respond to public records requests:

- **Primary FOIA Officer:** Barbara L. Burns
- **Title:** Town Clerk
- **Mailing Address:** 524 W. Stephenson Street, Suite #310, Freeport, IL 61032

4. FEES FOR COPIES AND CERTIFICATIONS

In accordance with 5 ILCS 140/6, fees for reproducing public records are established as follows:

- **Black & White Copies (Letter/Legal):** First 50 pages are **FREE**. Pages 51+ are **\$0.15 per page**.
- **Color or Oversized Copies:** Charged at the **actual cost** of the reproduction materials.
- **Electronic Records (CD, DVD, Flash Drive):** Charged at the **actual cost** of the recording medium.
- **Certified Copies:** **\$1.00** per certified document.

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