

**VILLAGE OF ROYAL
CHAMPAIGN COUNTY, ILLINOIS**

ORDINANCE NO. 10-B-2010

**ORDINANCE SETTING FORTH PROVISIONS
FOR COMPLIANCE WITH THE ILLINOIS
FREEDOM OF INFORMATION ACT**

**Passed by the Board of Trustees and
Approved by the President
Of the
Village of Royal, Illinois
On October 4, 2010**

WHEREAS, the Freedom of Information Act took place on July 1, 1984 (5 ILCS 140/1 *et seq.*) and was substantially amended by PA 96-0542 effective January 1, 2010; and

WHEREAS, such Act is intended to provide the public with greater access to the public bodies; and

WHEREAS, it is necessary for the Village of Royal to establish practices and procedures ensuring its full compliance with said Act, so that the public policy stated therein can be carried out effectively and efficiently with respect to the records of the Village.

BE IT ORDAINED by the President and the Board of Trustees of the Village of Royal, Champaign County, as follows:

Section 1: The Village President is hereby designated as the FOIA Office to whom all initial requests for access to the records of the Village are to be referred. Such requests are to be made at the offices of the Village President at 101 West Main Street, Royal, Illinois, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. In the event that the Village President is not available during the times described above, the President Protem, Trustee Jeff Collins, is designated as the Deputy FOIA Officer to whom such initial requests are to be made. Except in instances when records are furnished immediately, the FOIA Officer, or his designees, shall receive requests submitted to the Village under the Freedom of Information Act, ensure that the Village responds to requests in a timely fashion, and issue responses under the Act. The FOIA Officer shall develop a list of documents or categories of records that the Village shall immediately disclose upon request.

SECTION 2: Upon receiving a request for a public record, the FOAI Officer shall:

- (1) note the date the Village receives the written request;
- (2) compute the day on which the period for response will expire and make a notation of that date on the written request;
- (3) maintain an electronic or paper copy of a written request until the request has been complied with or denied; and
- (4) create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

SECTION 3: The FOIA Officer and Deputy FOIA Officer shall, within six (6) months after January 1, 2010, successfully complete an electronic training curriculum to be developed by the Public Access Counselor of the State of Illinois and thereafter successfully complete an annual training program. Whenever a new Freedom of Information Act Office is designated by the Village, that person shall successfully complete the electronic training curriculum within 30 days after assuming the position.

SECTION 4: Any records which are the subject of a request under the Freedom of Information Act shall be retrieved from such place as they are stored, by the FOIA Officer, or by an employee of the Village acting under the direction of FOIA Officer. In no event shall records be retrieved by the party requesting them or by any person who is not employed by the Village.

SECTION 5: If copies of records are requested, the fees for such copies, whether certified or not, shall be as determined from time to time by the FOIA Officer pursuant to Section 6(b) of the Freedom of Information Act. The Village Clerk shall maintain a written schedule of current fees in the Clerk's office. The fees so charged shall reflect the actual cost of copying the records, and the costs of certifying, if certification is requested.

SECTION 6: In the event that a request to inspect Village Records is denied by the FOIA Officer, the denial may be appealed the Public Access Counselor of the State of Illinois.

SECTION 7: The Village Clerk shall prepare (a) a Village Information Directory; (b) a block diagram of the functional Subdivisions of the Village; (c) a Village Records Directory; and (d) a records Catalog, all of which shall be substantially in the same form as the documents attached hereto and made a part thereof as Exhibits "A", "B", "C", and "D". This information shall also be posted to any future active Village web site.

SECTION 8: THIS ORDINANCE shall be in force and effective immediately upon its passage and approval as required by law.

PASSED this 4th day of October, 2010, by the Corporate Authorities of the Village of Royal, Champaign County, Illinois, by roll call vote as follows:

	AYE	NAY	ABSENT
Beau Acton, Trustee	_____	_____	_____
Sheila Busboom, Trustee	_____	_____	_____
Don Bensyl, Trustee	_____	_____	_____
Jeff Collins, Trustee	_____	_____	_____
Jerry Collins, Trustee	_____	_____	_____
Charles Miller, Trustee	_____	_____	_____
Robert Vilven, President	_____	_____	_____

APPROVED this 4th day of October, 2010, by the President of the Village of Royal, Champaign County, Illinois.

Robert J. Vilven, Village President

ATTEST:

James M. Wright, Village Clerk