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**JOLIET TOWNSHIP  
WILL COUNTY, ILLINOIS**

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**ORDINANCE  
NUMBER 410-2025**

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**AN ORDINANCE DESIGNATING FREEDOM OF INFORMATION OFFICERS FOR  
JOLIET TOWNSHIP AND ADOPTING RULES AND REGULATIONS UNDER THE  
FREEDOM OF INFORMATION ACT**

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**CESAR GUERRERO, Township Supervisor  
KENDRA LANFAIR, Township Clerk  
QUINN ADAMOWSKI  
ANDREA BIBIAN  
ARCHIE GAVIN  
BETTY WASHINGTON  
Township Trustees**

**ORDINANCE NUMBER 410-2025**  
**AN ORDINANCE DESIGNATING FREEDOM OF INFORMATION OFFICERS FOR**  
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**FREEDOM OF INFORMATION ACT**

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**WHEREAS**, Joliet Township, Will County, Illinois (the “Township”), is a duly organized and existing township and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of Illinois’ Township Code, 60 ILCS 1/1-1, *et seq.*, and all laws amendatory thereto; and

**WHEREAS**, the Township is a public body as defined by the Illinois Freedom of Information Act, 5 ILCS 140/1, *et. seq.* ("FOIA"), and required to operate openly and provide public records as expediently and efficiently as possible; and

**WHEREAS**, FOIA requires public bodies to designate one or more officials or employees to act as the Freedom of Information officer or officers ("FOIA Officers"); and

**WHEREAS**, each public body may promulgate rules and regulations in conformity with the FOIA pertaining to the availability of records and procedures to be followed, 5 ILCS 140/3(h); and

**WHEREAS**, it is necessary for the Township to designate one or more officials or employees as Freedom of Information Officers; and

**WHEREAS**, it is necessary for the Township to establish practices and procedures ensuring its full compliance with said Act, to ensure that the policy and procedures stated therein can be carried out effectively and efficiently with respect to the records of the Township; and

**NOW THEREFORE BE IT ORDAINED** by the Supervisor and Board of Trustees of Joliet Township, Will County, Illinois:

**SECTION 1.** That all of the recitals and legislative findings contained in the preambles to this Ordinance are true and correct and are hereby incorporated into this Ordinance as if fully set forth herein.

**SECTION 2.** The Township Clerk is hereby designated and approved as the FOIA Officer for the Township. The Township Clerk or his or her designee shall receive FOIA requests submitted to the Township, ensure that the Township responds in a timely fashion, and issue responses. In the event that the Township Clerk is unable or unavailable, the Deputy Clerk, the Supervisor or the Executive Assistant to the Supervisor is designated as the deputy FOIA Officer to whom such initial requests are to be made.

**SECTION 3.** The Township Board hereby approves this Ordinance and the Joliet Township Rules and Regulations For Freedom of Information Act (FOIA) Requests, attached hereto and incorporated herein as **Exhibit A**.

**SECTION 4.** If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

**SECTION 5.** All ordinances, resolutions, motions, or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**SECTION 6.** This ordinance shall be in full force and effect from and after its passage provided by law.

*[Remainder of Page Intentionally Left Blank]*

**ADOPTED** by the Supervisor and Board of Trustees of Joliet Township, Will County, Illinois, this   10   day of   June   2025, pursuant to a roll call vote, as follows:

	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Trustee Adamowski				
Trustee Bibian				
Trustee Gavin				
Trustee Washington				
Supervisor Guerrero				
<b>TOTAL:</b>				

**APPROVED** by the Joliet Township Board, Will County, Illinois on this   10   day of   June  , 2025.

\_\_\_\_\_  
Cesar Guerrero, Township Supervisor

**ATTEST:**

\_\_\_\_\_  
Kendra Landfair, Clerk

**EXHIBIT A**

**JOLIET TOWNSHIP RULES AND REGULATIONS FOR  
FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

## **JOLIET TOWNSHIP RULES AND REGULATIONS FOR FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

### **I. Introduction**

The Freedom of Information Act, 5 ILCS 140/1, *et seq.* (the "Act"), requires all public bodies in the State of Illinois to make non-exempt public records available for inspection and copying. Joliet Township not only strives to comply with the law but also fully endorses the fundamental concept that all persons are entitled to full, accurate, and complete information regarding the affairs of the Township and the official acts and policies adopted by the Township officials and public employees. In determining the parameters of public access to information, the Township also understands its obligations to protect legitimate privacy interests and maintain the efficiency of its administrative operations.

Pursuant to Section 3 of the Illinois Freedom of Information Act, the Township Board of the Joliet Township has the authority to promulgate rules and regulations pertaining to the availability of records and procedures to be followed in conformity with the provisions of this Act. These rules are intended to serve as procedural guidelines for residents and employees, and officers of the Township in expediting the process of obtaining access to public records.

### **II. FOIA Requests**

FOIA requests for the inspection and copying of non-exempt public records shall be sent in writing to the FOIA Officer's e-mail address or the Deputy FOIA Officer, in the event the FOIA Officer is not available. The Township also has an electronic form on the Joliet Township Government's website where FOIA requests may be submitted. FOIA requests may also be made in person, in writing, at the Joliet Township Government administrative offices between the hours of 8:30 am - 12:00 pm and 1:00 pm - 4:00 pm, Monday through Friday, except on holidays. The Township will also accept FOIA requests made through the United States mail. The Township is only responsible for responding to FOIA requests that are actually received and is not responsible for transmission or delivery errors for FOIA requests.

The Township will not accept oral FOIA requests.

If the request is being made for a commercial purpose, the requester must disclose that fact to the Township at the time the request is made. It is a violation of the Act to knowingly obtain a public record for a commercial purpose without such disclosure.

### **III. Fee Schedule**

Pursuant to 5 ILCS 140/6 the Joliet Township has the authority to charge reasonable fees for duplication and/or certification of public records produced in compliance with FOIA requests. The fees for any such records, if the person requesting the records wishes them to be copied, are as follows:

- First 50 pages, black and white, letter or legal-size copies, no cost.

- Additional pages, black and white, letter or legal, actual cost to \$0.15.
- Electronic records will be formatted subject to reimbursement for costs of recording medium.
- Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.
- Costs of certifying a record will be \$1.00.

Records may be furnished without charge or at a reduced charge, as determined by the Township, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

#### **IV. Township Response to Request for Inspection or Copying Records**

In accordance with the Act, the Township will respond to all non-commercial requests within five (5) business days of receipt. The Township may extend the time to respond to an additional five (5) business days for a limited number of reasons as identified in 5 ILCS 140/3(e), and stated below:

- We store the requested records in whole or in part at another location(s).
- Responding to the request requires that we collect a substantial number of specified records.
- The request is couched in categorical terms and requires that we conduct an extensive search for the records responsive to it.
- In order to determine whether the requested records are exempt under Section 7 of FOIA or must be redacted in part before they are disclosed, the Township must have the documents reviewed by [insert names or titles of the appropriate personnel with the necessary competence to review the documents].
- The Township cannot comply with the request for records within the 5 business day time limit without unduly burdening or interfering with our operations.
- Before the Township can determine whether to provide the documents in response to your FOIA request, the Township must consult with [insert name of other public body] which has a substantial interest in the determination of how to respond to this request because [insert reason that other public body is involved].
- Before the Township can determine whether to provide the documents in response to your FOIA request, we must consult with [identify two or more components of the public body] to determine how to respond to this request because [insert reason that various components of the public body must consider].

In accordance with the Act, the Township will respond to commercial requests within twenty-one (21) business days of receipt.

## **V. FOIA OFFICER(S) DUTIES**

In accordance with Section 3.5 of the Act, the Township Supervisor shall designate one or more employees or officers to serve as the Township's FOIA Officer(s), with the advice and consent of the Township Board. The FOIA Officer shall complete an annual training curriculum through the State of Illinois, as provided in the Act.

A designated FOIA Officer shall have the authority to assign to other employees of the Township tasks that must be performed to assist the FOIA Officer(s) in properly and timely responding to a request for the inspection and/or copying of non-exempt public records pursuant to FOIA. An employee who is assigned such a task by the FOIA Officer shall perform that task priority over the performance of all other tasks, except other tasks that relate to the Township's response to a public emergency.

All FOIA requests shall be date-stamped upon receipt. The FOIA Officer shall forward a copy of a request to the appropriate department, the FOIA Officer shall also indicate the date by which the request must be approved or denied (five business days from the date of receipt, in most instances).

The employee responsible for providing the information on behalf of his/her department shall promptly either provide the requested records or indicate to the FOIA Officer that no such records exist. The FOIA Officer shall then respond in writing to the requester based upon the documents provided or documents that have been determined not to exist.

If denying the request, the FOIA Officer must include, in writing, the following information:

- The statutory exemption used as the basis for the denial and the specific reasons for the denial, including a detailed factual basis for the denial and citation of the supporting legal authority.
- The notice of the requester's statutory right to petition the Public Access Counselor for review of the denial; and
- The Notice that the requester has the right to seek judicial review of a denial by filing a lawsuit in the State circuit court.

**If the FOIA Officer is unsure about how he/she should respond to the documents requested, the FOIA Officer shall reach out to the Township Attorney immediately for guidance and/or review.**

If any public record exempt from disclosure contains material that is not exempt, the Township shall redact/delete the exemption information and make the remaining information available for inspection and copying.