

FOIA Requests

Illinois Freedom of Information Act (FOIA)

The purpose of Illinois' Freedom of Information Act (5 ILCS 140) is to ensure that its citizens have access to information based on the assumption that ALL public records are open to inspection and copying. Below are the guidelines to follow when requesting that the Thomas Ford Memorial Library staff provide records under the Act.

Making a FOIA Request:

Requests for public records shall be in writing and addressed to the Library's Freedom of Information Officer. Applicants shall provide the following information:

- The requestor's full name, address and telephone number.
- A brief description of the public records sought, being as specific as possible.
- A statement as to whether the request is for inspection of public records, copies of public records, or both.
- A statement as to whether the records need to be certified.

Requests for public records shall be submitted to:

Douglas Losey
Freedom of Information Officer
Hillside Public Library
405 Hillside Ave
Hillside, Illinois 60162
dlosey@hillsidelibrary.org

Requests for public documents are fulfilled under the guidelines of the Illinois Freedom of Information Act. Requestors will be contacted within the time allotted by law with a response to their requests. At that time requestors will be notified of any fees associated with their requests.

Please note that in compliance with Illinois Public Act 97-0609 Disclosure of Total Compensation, salary and benefit information is available at the Reference Desk. In addition, some information is already available on the Library's website.