

PROCEDURE FOR REQUESTING INSPECTION OF TOWNSHIP RECORDS
or
TO OBTAIN COPIES OF TOWNSHIP RECORDS (CERTIFIED UPON REQUEST)

The purpose of the Freedom of Information Act is to ensure that all persons are entitled to full and complete information regarding the affairs government, and the official acts and policies of those who represent them as public officials.

The principle mandate of the Public Act 96-542 provides that each public body shall make available to any person for inspection or to provide copies of any requested records that are subject to disclosure under the Freedom of Information Act. Not all records are subject to disclosure, and the Act provides a number of exemptions. The Act also provides that the public body has five (5) business days, if necessary, to fill the request.

Requests for commercial purposes, under the Public Act 96-542, will have twenty-one (21) business days after receipt of such a request to respond to them.

This Act is not intended to be used to violate individual privacy, nor for the purpose of furthering a commercial enterprise, or disrupt the duly-undertaken work of any public body. The Act does not require the Township to create new records or to answer question other than through its records.

FOIA requesters may have to pay fees covering some of the cost of processing their request. Fees may be limited to actual mailing costs, duplication or publication costs. See the next page for Little Rock Township's fee schedule and poly for duplication of records. If a fee is required, it must be paid before the copies are leased by Little Rock Township.

The Township Clerk has custody of all the records, books, and papers of the Township (60 ILCS 1/75-5)

All Freedom of Information Act (FOIA) Requests must be in writing or emailed to the Little Rock Township Freedom of Information Officer and must contain a detailed description of the desired records. A form for requesting Little Rock Township public records is included on this website. Print the form, complete, mail. Email or drop off at the Town Clerk's Office in the Town Hall located at 611 W. Main Street in Plano.

All requests for information should be made to:

Marcia Newkirk, Freedom of Information Officer

Address: 611 W. Main Street
Plano, IL 60545

Phone: 630.552.3315
Email: littlerocktownship@gmail.com

The Freedom of Information Officer will direct request for records relative to the assessment of Property and records store on the Assessor's files to the Assessor for her handling of same, and requests for records relative to the Township Road District will be directed to the Highway Commissioner for handling of the same.