

## MILTON TOWNSHIP

### 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 of 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 to respond following the date the request is received and may take an additional seven (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 to disrupt the duly-undertaken work of any public body. The Act does not require the Township to create new records or to answer questions other than through its records.

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

**The township clerk has the custody of all records, books, and papers of the township (60 ILCS 1/75-5).**

**All Freedom of Information Act (FOIA) Requests must be in writing or e-mailed to the Milton Township Freedom of Information Officer and must contain a detailed description of the desired records. A form for requesting Milton Township public records is included on this web site. Print the form, complete, mail, e-mail or drop off at the Town Clerk's Office in the Town Hall located at 1492 North Main Street, Wheaton.**

All requests for information should be made to:

**Gail P. Hinkle, Freedom of Information Officer** - If unavailable, to the following:

(1) O. Chris Heidorn, Supervisor

Address: 1492 N. Main Street  
Wheaton, Illinois 60187

Phone: (630) 690-9036

The Freedom of Information Officer will direct requests for records relative to the assessment of property and records stored on the Assessor's computer to the Assessor for his handling of same, and requests for records relative to the Township Road District will be directed to the Highway Commissioner for his handling of same.



**REQUEST FOR PUBLIC RECORDS of MILTON TOWNSHIP**  
Under the Illinois Freedom of Information Act

To: Gail P. Hinkle, Town Clerk

The undersigned requests the following records for \_\_\_\_\_ **inspection** or \_\_\_\_\_ **copies**:  
***PLEASE PRINT!***

Pursuant to the Freedom of Information Act **describe in detail** the public record(s) you're requesting (Attach additional sheets if necessary).

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

**Certified Copies:** \_\_\_\_\_ I would like copies to be **certified**. \_\_\_\_\_ I do not wish copies to be **certified**.

Company or Organization (If Applicable)	Signature of Requester		
Date: _____	Print Name of Requester		
Phone No.: _____	Address: _____		
E-Mail Address	City	State	ZIP

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**FOR OFFICE USE ONLY:**

Date request form received: \_\_\_\_\_ Received by: \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Date Records Provided \_\_\_\_\_

Copying fee charged (if applicable) \$ \_\_\_\_\_

## MILTON TOWNSHIP

### FEE SCHEDULE AND POLICY FOR DUPLICATION OF RECORDS

#### Copies of Records

- For black and white, letter or legal sized copies (8 1/2 x 11 or 11 x 17), the first 50 pages are free and any additional pages will cost 15 cents a page. For abnormal size copies, the Township will charge the actual cost of copying.  
There will be a fee for electronic copies, but only for the actual cost of the recording medium.

#### Certification of Copies of Records

- The fee for each certification in writing with seal of office is \$2.00.

#### Delivery of Copies and Payment of Copy Fee

- The Freedom of Information Officer will notify those requesting copies of records when the copies are ready and the amount of the copy fee. Copies shall be picked up at the Town Hall, 1492 N. Main Street, Wheaton, Illinois. Payment of the copy fee is due when the copies are picked up. Checks shall be made payable to **Milton Township**. Payment may be made by cash in the exact amount of the fee due.