

Freedom of Information Act (FOIA)

FREEDOM OF INFORMATION ACT § 4

§ 4. Each public body shall prominently display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested, each of the following:

(a) A brief description of itself, which will include, but not be limited to, a short summary of its purpose, a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its separate offices, the approximate number of full and part-time employees, and the identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and

(b) A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests for public records should be directed, and any fees allowable under Section 6 of this Act.

(c) A public body that maintains a website shall also post this information on its website.

1. The purpose of the Village is to perform the duties and exercise the powers granted in the Illinois Municipal Code, 65 ILCS 5/1/1 et seq. for the benefit of the residents of Sleepy Hollow.
2. The Village has three functional divisions:
 - o **Finance**
 - o **Police**
 - o **Public Works**
3. The total amount of the Village's operating **budget** for FY 2024 (May 1, 2023 to April 30, 2024) is \$4,463,002.
4. The Village has only one office, located at One Thorobred Lane, Sleepy Hollow, Illinois 60118. **847-426-6700**.
5. The Village currently employs 12 full-time and 8 part-time employees.
6. Identification and membership of any board, commission, committee, or council - a list of all current members is attached:

Village of Sleepy Hollow



- o **Village Board of Trustees**
- o **Finance Committee**
- o **Planning and Zoning Commission**

7. Description of the methods by which the public may request information and public records:

- o Requests for inspection and/or copying of public records shall be made in writing and directed to the Village. Written requests may be submitted to a public body via personal delivery, mail, sleepyhollow [at] sleepyhollowil.org (**email**), or other means available to the public body.
- o The Village will not accept any oral request for inspection or copying.
- o A **form** for making a written request is available at the Village Hall, One Thorobred Lane, Sleepy Hollow, Illinois 60118. The Village does not require that a request be submitted on this **form**.
- o The requester need not specify the purpose for a request, except the requester shall specify whether or not the public records are requested for a commercial purpose.
- o The Village may decide to grant a request for a fee waiver, if made by the requester.

8. Public records will be made available by the Village FOIA Officer named below, for inspection and copying, at the Village Hall, One Thorobred Lane, Sleepy Hollow, Illinois 60118, during regular business hours, Monday through Friday (except Holidays), between 8:00 a.m. and 3:30 p.m.

9. Anthony Mills, Village Clerk, and Eugene Vann, Director of Finance, are the Village's Freedom of Information Officers. Each may be contacted at One Thorobred Lane, Sleepy Hollow, Illinois 60118. Telephone Number: **847-426-6700**.

10. The Village charges \$.15 per page for copies of public records. The first 50 pages of public records (black and white, letter or legal-sized copies) are provided to the requester free of charge in accordance with 5 ILCS 140/6. Other guidelines regarding copying and inspection of public records, and fees, are as follows:

- o When a person requests a copy of a record maintained in an electronic format, the Village shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the Village shall furnish it in the format in which it is maintained by the public body, or in paper format at the option of the requester. The Village may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium. The Village will not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records. Except to the extent that the General Assembly expressly provides, statutory fees applicable to copies of public records when furnished in a paper format shall not be applicable to those records when furnished in an electronic format.

- For any copies in color or in a size other than letter or legal (if such can be provided), the Village will charge its actual cost for reproducing the records. In calculating its actual cost for reproducing records or for the use of the equipment of the public body to reproduce records, the Village does not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records. Such fees shall be imposed according to a standard scale of fees, established and made public by the body imposing them. The cost for certifying a record shall be \$1.00.
 - Documents shall be furnished without charge or at a reduced charge, as determined by the public body, 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. For purposes of this subsection, “commercial benefit” shall not apply to requests made by news media when 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. In setting the amount of the waiver or reduction, the Village may take into consideration the amount of materials requested and the cost of copying them.
11. The Village does not employ an Americans with Disabilities Act (ADA) coordinator. Please direct any inquires to the Village Hall , One Thorbred Lane, Sleepy Hollow, Illinois 60118. **847-426-6700.**

[Anthony Mills](#), Village Clerk
Freedom of Information Officer
Village of Sleepy Hollow

Supporting Documents

FOIA Request Form 70.38 KB