

# LOCKPORT



**Mayor**

Steven Streit

**City Clerk**

Kathleen Gentile

**Administrator**

Ben Benson

**City of Lockport**

222 E. 9<sup>th</sup> Street | Lockport, IL 60441

**Alderman**

Pat Sheehan – 1<sup>st</sup> Ward

Jonathan Pugh – 1<sup>st</sup> Ward

JR Gillogly – 2<sup>nd</sup> Ward

Patrick McDonald – 2<sup>nd</sup> Ward

Christina Bergbower – 3<sup>rd</sup> Ward

Darren Deskin – 3<sup>rd</sup> Ward

Renee Saban – 4<sup>th</sup> Ward

Joanne Bartelsen – 4<sup>th</sup> Ward

## CITY OF LOCKPORT WRITTEN REQUEST FORM FOR INSPECTION OR COPYING OF PUBLIC RECORDS (COMMERCIAL REQUEST)

Date of Request: \_\_\_\_\_

Requestors Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Method of Response: \_\_\_\_\_

Describe in detail below the public records you are requesting and state whether you wish to inspect, and/or copy such records, or whether you want the documents sent to you via email or by U.S. mail. (Legal or Letter-sized documents will only be sent to you if less than 50 pages. Requestor is responsible for all postage)

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The City of Lockport will respond to the above request within twenty-one (21) business days from date received. The response shall (i) provide the Requestor an estimate of the time required by the City to provide the records requested and an estimate of the fees to be charged which the City may require the Requestor to pay in full before copying the requested documents; (ii) deny the request pursuant to one or more of the exemptions set out in the Act; (iii) notify the Requestor that the request is unduly burdensome and extend an opportunity to the Requestor to attempt to reduce the request to manageable proportions; or, (iv) provide the records requested. Unless the records are exempt, the City shall comply with a request within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes

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Requestor Signature / Date

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Name of Business Entity

**Fee:**

- No fees shall be charged for the first fifty (50) pages of letter or legal sized copies.
- Fees for copies in excess of fifty (50) pages shall be \$0.15 per side
- Certification per document shall be \$1.00 each
- Plats & Maps larger than 11 x 17 (Actual cost of outsourced duplication)
- Fees for Accident Report shall be \$5.00 each (Request shall be submitted to the Lockport Police Dept.)

All copying shall be performed by an employee of the City of Lockport. Copies of public records shall be provided to the Requestor upon payment of any charges due for reproduction of the documents.

**\*\*Please submit request to Donna Tadey at [dtadey@lockport.org](mailto:dtadey@lockport.org), or by FAX at 815-838-9498.**

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Office Use Only

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Due Date: \_\_\_\_\_

Extension: \_\_\_\_\_ Meeting Request \_\_\_\_\_

Request Granted: \_\_\_\_\_ Date: \_\_\_\_\_

Request Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

Processed By: \_\_\_\_\_

Staff Approved: \_\_\_\_\_

## **PROCEDURES FOR REQUESTING PUBLIC RECORDS**

Any request for public records in accordance with the Freedom of Information Act (FOIA) and this Policy shall be submitted to the Chief Freedom of Information Officer of the City of Lockport (the City Administrator), or any other Freedom of Information Officer so designated by the City Administrator. All requests for Police Department information shall be submitted to the following address, email, and/or fax number:

Office of the Chief of Police  
Lockport Police Department  
Attn: Jodi Turnbough, [jturnbough@lockportpolice.info](mailto:jturnbough@lockportpolice.info)  
1212 Farrell Road  
Lockport, IL 60441  
Fax 815-838-9233

Request for public records other than the Police Department, shall be submitted to the following address, email, and/or fax number:

Office of the City Administrator  
City of Lockport  
Attn: Donna Tadey, [dtadey@lockport.org](mailto:dtadey@lockport.org)  
Central Square Building  
222 E. 9<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Lockport, IL 60441  
Fax: 815-838-9498

### **FORM AND CONTENT OF REQUESTS**

Requests for public records made in accordance with the Freedom of Information Act (FOIA) and this Policy shall be made in writing. Such requests may be submitted, but are not required to be submitted, on a Freedom of Information Request form maintained by the City. The City's Freedom of Information Request forms are available on the City Clerk's website at [www.cityoflockport.net/130/City-Clerk](http://www.cityoflockport.net/130/City-Clerk), or at City Hall located in the Central Square Building, 222 E. 9<sup>th</sup> Street, 3<sup>rd</sup> Floor, Lockport, Illinois, and also available at the Lockport Police Department, 1212 Farrell Road, Lockport, Illinois.

Requests for public records made in accordance with the FOIA and this Policy shall include the following information:

- The Requester's full name, address, and phone number;
- A description of the public records sought; and
- Whether the request is for the inspection of public records, copies of public records, or both.
- State if it is a "Commercial" request or "Non-Commercial" request.

## **RESPONSE TO REQUEST FOR PUBLIC RECORDS**

(a) **Timeliness of Response:** Except for requests made for a Commercial purpose which shall be responded to within twenty-one (21) business days after receipt of the request, the City shall respond to other written requests for public records within five (5) business days after receipt of the request, unless the time for response to the request is properly extended pursuant to the FOIA. The time for response to such a request for public records may be extended for not more than five (5) business days from the original due date for any of the reasons set forth in Section 3(e) of the FOIA. When additional time is required, the City shall, within five (5) business days of receipt of the request, notify the Requester of the reasons for the extension and date by which the response will be forthcoming. The time for response to any request for public records may also be extended by written agreement of the Requester and the City. Failure to timely respond to a request for public records or properly extend the time for such response shall be considered a denial of the request. (Per 5 ILCS 140/3 – Ch. 116, par.203)

(b) **Form of Response:** The City shall respond to requests for public records by (i) approving the request; (ii) approving the request in part and denying the request in part; or (iii) denying the request. Upon approval of a request for public records, the City shall immediately provide the requested materials, give notice that the materials shall be made available upon payment of applicable reproduction costs if any, or give notice of the time and place for inspection of the records. Denial in whole or part of a request for public records shall be made to the Requester in writing and shall set forth the reasons for the denial, including a detailed factual basis for the application of any exemption claimed by the City, and the name, title, or position, of each person responsible for the denial. Each notice of denial shall also inform the Requester of his/her right to review by the Office of the Attorney General Public Access Counselor, shall provide the address and phone number of the Public Access Counselor, and shall inform the Requester of his/her right to judicial review.

If the reason set forth for the denial of the request is that the records are exempt under subsection (1)(b), (1)(c), (1)(f) of Section 7 of the FOIA, the City shall, within the time periods provided for responding to a request, provide written notice to the Requester and the Attorney General's Public Access Counselor of its intent to deny the request in whole or in part. The notice shall include (i) a copy of the request for access to records; (ii) the proposed response from the City; and (iii) a detailed summary of the City's basis for asserting the exemption.

(c) **Availability of Records:** The production of records or their inspection, pursuant to a proper request for public records, shall occur Monday through Friday between 8:00 a.m. and 4:30 p.m. at City Hall, Central Square Building, 222 E. 9<sup>th</sup> Street, 3<sup>rd</sup> floor, Lockport, Illinois; the Lockport Police Department, 1212 Farrell Road, Lockport, Illinois, and the Public Works/Engineering Building, 17112 Prime Blvd., Lockport, Illinois. An employee of the City shall be present during the inspection of all public records.

(d) **Request for Records in Electronic Format:** Public records requested in an electronic format shall be produced in the electronic format specified by the Requester, if feasible. If not feasible, the City shall produce the public records in the format in which the records are maintained by the City, or in a paper format at the option of the Requester.

### **FEES FOR COPIES**

Fees for copies in excess of fifty (50) pages shall be \$0.15 per page.

Certification per document shall be \$1.00

Plats & Maps larger than 11x17 (Actual cost of outsourced duplication)

Accident Report per document shall be \$5.00 (Request shall be submitted to the Police Department)

All copying shall be performed by an employee of the City. Copies of public records shall be provided to the Requester upon payment of any charges due for reproduction of the documents.

The Illinois Freedom of Information Act can be found at  
<https://www.ilsos.gov/departments/library/about/foia.html>