



FOIA BOOKLET

Village of Dwight, Illinois

Location of Offices

Village Administration

Village Clerk

Village of Dwight Police Department

209 S. Prairie Ave.

Dwight, IL 60420

Village Hall: 815-584-3077

Dwight Police Department: 815-584-3132

Procedures for Requesting Public Records

All requests for the inspection and copying of non-exempt public records pursuant to the Illinois Freedom of Information Act (FOIA) must be made in writing, preferably on a Village FOIA request form. If a requester is unable to obtain a Village form, the Village will accept any legible written request, provided the request is clear and concise.

Requests may be submitted in person during normal business hours (Monday through Friday, 8:00 a.m. – 4:30 p.m., excluding holidays), by email, or by United States mail. Requests received after normal business hours shall be deemed received on the next business day.

Police Department Records

Dwight Police Department

209 S. Prairie Ave.

Dwight, IL 60420

dwrightpolice@dwightillinois.com

All Other Village Records

Office of the Village Clerk

209 S. Prairie Ave.

Dwight, IL 60420

villageclerk@dwightillinois.com

Response Time

The Village will respond to all FOIA requests within five (5) business days of receipt. The response time may be extended by up to an additional five (5) business days, as permitted by Section 3(d) of FOIA (5 ILCS 140/3(d)), with written notice stating the reasons for the extension.

Types of Responses

- Approve the request
- Approve the request in part and deny it in part
- Deny the request
- Provide written notice of an extension

Fees and Charges

Fees are charged in accordance with the Illinois Freedom of Information Act (5 ILCS 140/6).

- First 50 pages (letter or legal size): No charge
- Pages 51 and beyond: \$0.15 per page
- Color, oversized, or non-standard records: actual cost of reproduction
- Electronic records: generally, no charge unless specialized processing is required

Commercial FOIA Requests

Commercial FOIA requests are those made for the purpose of sale, resale, solicitation, or advertisement. For commercial requests, the Village may charge fees for search, review, and duplication of records, may require prepayment, and shall respond within 21 business days as permitted by law.

Appeal of a Denial

A requester may appeal a denial by seeking judicial review or by submitting a Request for Review to the Public Access Counselor in the Office of the Illinois Attorney General within sixty (60) days.

Public Access Counselor

Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62706
Phone: 877-299-3642
Fax: 217-782-1396
Email: publicaccess@atg.state.il.us