

WAYNE TOWNSHIP, ILLINOIS

DESCRIPTIONS REQUIRED UNDER SECTION 4 OF THE FREEDOM OF INFORMATION ACT

A. Description of Wayne Township:

Wayne Township is an Illinois township organized and existing under the Illinois Township Code, 60 ILCS 1/1, et seq., located within DuPage County, Illinois. Its administrative office is located at 27W031 North Avenue, West Chicago, IL 60185. A Board of Trustees governs the Township. Its purpose is to fulfill the duties of a township as described in the Illinois Township Code.

B. Procedure for Requesting Information and Public Records:

Any person may obtain public records for inspection or copying in accordance with the provisions of the Freedom of Information Act, 5 ILCS 140/1, et seq. (the "Act") by submitting a written request to the Township providing the name, address and telephone number of the applicant and describing the documents sought. The Township suggests, but shall not require, that applicants submit the request on a Request for Public Records (Form FOI 500) to the Township's office during normal working hours. The request shall state whether any record shall be used in any form for sale, resale or solicitation or advertisement for sales or services. FOI requests should be directed to the attention of the Township's Freedom of Information Officer, 27W031 North Avenue, West Chicago, IL 60185. Except for unusual circumstances permitted under the Act and for records requested for a commercial purpose as defined by the Act, the record will be supplied within five (5) business days of receipt of the written request. Under certain conditions permitted by law, the Township may extend this time limit by another five (5) business days. Records requested for a commercial purpose, as defined by the Act, will be provided in the time frame provided in the Act for such records. In the event that the Request for Public Records cannot be complied with, a written denial stating the detailed factual basis for the denial of the application or any claimed exemption(s) will be mailed to the person making the request within five (5) business days after receipt of the request or after the extension of time, if extended. This denial notice will also include information on the right to review by the Public Access Counselor and his/her address and telephone number.

C. Fee Charged for Copies of Records:

There is no charge for the first 50 pages of black-and-white, letter-, legal- or ledger-size copies of records. Unless otherwise specified, the fee for each photocopy thereafter of a black-and-white, letter-, legal- or ledger-size item is fifteen cents (15¢) per page.

Copies of documents provided in electronic format on electronic media will be provided at the Township's actual cost of the electronic media device(s).

Color copies and/or oversize copies will be charged at the actual cost of reproduction.