



FREEDOM OF INFORMATION ACT REQUESTS

Freedom of Information Act ("FOIA") requests may be submitted in writing to the Village Clerk, Amanda Jaegle, the Village's FOIA officer, by delivery to the Grand Ridge Village Hall, 130 W. Main Street, Grand Ridge, IL, 61325 or by email to clerk@villageofgrandridge.org

The fees that may apply to FOIA requests are set forth in Resolution 06-17-2025 (attached).

RESOLUTION # 06-17-2025

**A RESOLUTION CONCERNING FREEDOM OF INFORMATION ACT REQUESTS
FOR THE VILLAGE OF GRAND RIDGE, LASALLE COUNTY, ILLINOIS**

BACKGROUND RECITALS

- A. On March 15, 2016, the Board of Trustees for the Village of Grand Ridge, LaSalle County, Illinois (the "Village") adopted Resolution # 03-15-2016 concerning Freedom of Information Act ("FOIA") requests.
- B. The Village Board of Trustees desires to update the procedures related to Freedom of Information requests.

NOW, THEREFORE, BE IT RESOLVED by the Corporate Authorities of the Village of Grand Ridge, LaSalle County, Illinois, as follows herein.

Section 1: Officials Responsible for Responding to Requests. The Village's FOIA Officer(s) shall be designated only by action of the Village Board. Only a FOIA Officer as designated by the Village Board is a person with authority on behalf of the Village to grant or deny requests, to extend the response time, and to issue appropriate notices with respect to FOIA-related matters. A FOIA Officer may consult with Village staff, officials, and others (including the Village's legal counsel) as appropriate when responding to a FOIA request. Per action of the Village Board taken at the May 6, 2025 Village Board meeting, Amanda Jaegle is the current Village FOIA Officer; no other Village employees or officials are authorized to act as a Village FOIA Officer unless so designated by action of the Village Board after the adoption of this Resolution.

Section 2: Training. The Village's FOIA Officer(s) shall complete the electronic training curriculum developed by the Public Access Counselor and shall successfully complete an annual training program pursuant to Section 3.5(b) of the FOIA (as currently stated or subsequently amended). Any Village FOIA Officer who is subsequently appointed shall complete the electronic training curriculum within thirty (30) days after assuming the position.

Section 3: Responding to FOIA Requests. If a Village official or employee receives a FOIA request, such official or employee shall promptly forward the FOIA request to the Village's FOIA Officer who will be responsible for responding to a FOIA request. All Village employees and officials shall cooperate in a timely manner with a Village FOIA Officer in locating and providing documents that may be responsive to a FOIA request. A Village FOIA Officer may consult with the Village's legal counsel as necessary to process a FOIA request.

Section 4: All requests for inspection or copying of public records must be made in writing; provided, however, FOIA requests may not be submitted via text message.

Section 5: The following fee schedule is hereby fixed and declared to set forth the costs to be charged in connection with the processing of Freedom of Information Act requests:

ITEM	COST
First 50 pages, black and white, letter or legal sized copies	No charge
After page 51, black and white, letter or legal sized copies	15¢ per page
Copies (not letter or legal size)	Actual cost if copies made by a third party; If by the Village, 15¢ per page or actual cost of specially sized paper purchased by the Village
Color copies	Actual cost if copies made by a third party; If by the Village, 15¢ per page
Special formats (including but not limited to discs, diskettes, tapes)	Actual cost if copies made by a third party; Actual costs the special format medium purchased by the Village
Materials not otherwise provided for	Actual costs incurred by the Village
Certified Copies of Records	\$1 per record
Voluminous request for electronic records in a portable document (PDF) format ** The Village must provide the requester with an accounting of all fees, costs, and personnel hours incurred in connection with processing the request	up to \$20 for not more than 80 megabytes of data, up to \$40 for more than 80 megabytes but not more than 160 megabytes of data, and up to \$100 for more than 160 megabytes of data
Voluminous request for electronic records not in a portable document format (PDF) ** The Village must provide the requester with an accounting of all fees, costs, and personnel hours incurred in connection with processing the request	up to \$20 for not more than 2 megabytes of data, up to \$40 for more than 2 but not more than 4 megabytes of data, and up to \$100 for more than 4 megabytes of data
Charges applicable to requests for a commercial purpose ** The Village must provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records	\$10 for each hour spent by personnel in searching for and retrieving a requested record or examining the record for necessary redactions. No fees shall be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record Actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with the Village

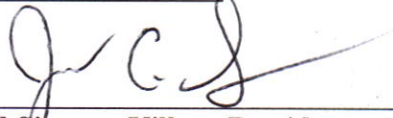
Section 6: Repealer. Adoption of this Resolution repeals Resolution # 03-15-2016.

Section 7: Effective Date. This Resolution will be in full force and effect immediately upon its passage.

ADOPTED at a regular meeting of the corporate authorities of the Village of Grand Ridge, Illinois on June 17, 2025.

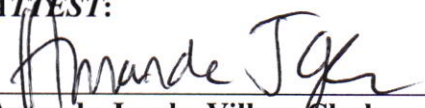
	YES	NO	ABSENT
Fulkerson	✓		
Hettel	✓		
Hinterlong	✓		
Koetz	✓		
Olney	✓		
Rockey	✓		

APPROVED June 17, 2025.



Jared Simons, Village President

ATTEST:



Amanda Jaegle, Village Clerk

(SEAL)

