

## **Illinois Freedom of Information Act Request**

### **Freedom of Information Act (FOIA)**

Under FOIA (5 ILCS 140/1-17), records in possession of government agencies may be accessed by the public upon written request. A public record may be any record, report, form, writing, letter, memoranda, book, paper, map, photograph, card, tape recording, electronic data processing record, recorded information and all other documentary material received, possessed or under control of a public body.

FOIA requests should be submitted to the Department's FOIA Officer:

Freedom of Information Officer  
Janinna Hendricks  
Illinois Council on Developmental Disabilities  
830 S. Spring Street  
Springfield, IL 62704

Email: [Janinna.Hendricks@illinois.gov](mailto:Janinna.Hendricks@illinois.gov)  
Telephone Number: (217) 782-9696

When making a FOIA request, be as specific as possible. Please provide requestor's full name, address, date, and daytime telephone number. A description of the information being sought in sufficient detail so the Council can locate the information. You must also include whether you are seeking copies of documents, inspection or both.

As of January 1, 2010, the requestor will be informed within 5 working days of the status of the request (e.g. approved, denied or delayed). Electronic submissions are also accepted and can be emailed to: [Janinna.Hendricks@illinois.gov](mailto:Janinna.Hendricks@illinois.gov). All electronic submissions will be downloaded at 3:00 pm each work day. Any submission received after that time will be deemed to have been received the following business day.

Per statute, the first 50 pages of black and white copies are free. Thereafter, costs are governed by additional provisions under the Act at \$.15 per page and costs may be waived or reduced under certain circumstances.

Any denial of a request the requestor has the right to seek review by the Public Access Counselor (PAC) in the Attorney General's Office as well as their right to seek judicial review by filing a court case. The contact information for the PAC is:

Public Access Counselor  
Public Access Bureau  
Office of the Attorney General  
500 S. 2<sup>nd</sup> Street  
Springfield, IL 62706  
217.558.0486  
[publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)