

**ORDINANCE 2010-03**

**BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF STICKNEY, COOK COUNTY, ILLINOIS, A HOME RULE UNIT OF GOVERNMENT AS FOLLOWS:**

**WHEREAS, the Village of Stickney (the "Village") is a home rule municipality in accordance with the Constitution of the State of Illinois of 1970; and**

**WHEREAS, the Freedom of Information Act took effect on July 1, 1984 (5 ILCS 140/1 *et seq*) and was substantially amended by PA 96-0542 effective January 1, 2010; and**

**WHEREAS, such Act is intended to provide the public with greater access to the records of public bodies; and**

**WHEREAS, it is necessary for the Village of Stickney to establish practices and procedures ensuring its full compliance with said Act, so that the public policy stated therein can be carried out effectively and efficiently with respect to the records of the Village.**

**BE IT ORDAINED by the President and the Board of Trustees of the Village of Stickney, Cook County, as follows:**

**SECTION 1: The Village Clerk is hereby designated as the FOIA Officer to who all initial requests for access to the records of Village business are to be referred. Such requests are to be made at the offices of the Village Clerk at 6533 W. Pershing Road, Stickney, IL 60402 during normal business hours. In the event that the Clerk is not available during the times described above, the Deputy Clerk is designated as the Deputy FOIA Officer to who such initial requests are to be made. The Deputy Police Chief is hereby designated as the FOIA Officer to who all initial requests for access to the records of the Police Department are to be referred. Such requests are to be made at the offices of the Stickney Police Department, 6533 W. Pershing Road, Stickney, IL 60402, during normal business hours. The Administrative Assistant is hereby designated as the FOIA Officer to who all initial requests for access to the records of the Stickney Fire Department are to be referred. Such requests are to be made at the offices of the Stickney Fire Department, 6433 W. 43<sup>rd</sup> Street, Stickney, IL 60402. Except in instances when records are furnished immediately, the FOIA Officer, or his designees, shall receive requests submitted to the Village under the Freedom of Information Act, ensure that the Village responds to requests in a timely fashion, and issue responses under the Act. The FOIA Officer shall develop a list of documents or categories of records that the Village shall immediately disclose upon request.**

**SECTION 2: Upon receiving a request for a public record, the FOIA Officer shall:**

- (1) note the date the Village receives the written request;**
- (2) compute the day on which the period for response will expire and make a notation of that date on the written request;**
- (3) maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and**
- (4) create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.**

**SECTION 3:** The FOIA Officer, Deputy FOIA Officer, the Deputy Police Chief, and the Fire Department Administrative Assistant shall, within six (6) months after January 1, 2010, successfully complete an electronic training curriculum to be developed by the Public Access Counselor of the State of Illinois and thereafter successfully complete an annual training program. Whenever a new Freedom of Information Officer is designated by the Village, that person shall successfully complete the electronic training curriculum within 30 days after assuming the position.

**SECTION 4:** Any records which are the subject of a request under the Freedom of Information Act shall be retrieved from such place as they are stored, by the FOIA Officer, or by an employee of the Village acting under the direction of the FOIA Officer. In no even shall records be retrieved by the party requesting them or by any person who is not employed by the Village.

**SECTION: 5** If copies of records are requested, the fees for such copies, whether certified or not, shall be as determined from time to time by the FOIA Officer pursuant to Section 6 (b) of the Freedom of Information Act. The Village Clerk shall maintain a written schedule of current fees in the Clerk's office. The fees so charged shall reflect the actual cost of copying the records, and the cost of certifying copies, if certification is requested.

**SECTION: 6** In the event that a request to inspect Village Records is denied by the FOIA Officer, the denial may be appealed to the Public Access Counselor of the State of Illinois.

**SECTION: 7** The Village Clerk shall prepare: (a) a Village Information Directory; (b) a block diagram of the functional Subdivision of the Village; (c) a Village Records Directory; and (d) a Records Catalogue, all of which shall be substantially in the same form as the documents attached hereto, and made a part hereof as Exhibits "A", "B", "C", and "D". This information shall also be posted on the Village's website.

PASSED this 3rd day of February, 2010, by the Corporate Authorities of the Village of Stickney, County of Cook, Illinois, by a roll call vote as follows:

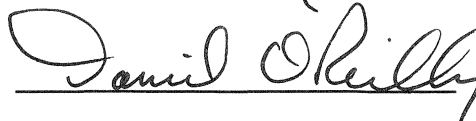
AYES: Lazansky, Mares, Morelli, Schimel, Walik, and Zeedy

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

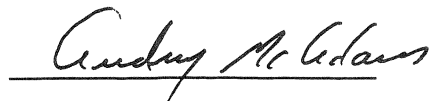
ABSTAIN: \_\_\_\_\_

APPROVED this 4th day of February, 2010 by the President of the Village of Stickney, County of Cook, Illinois.



Daniel A. O'Reilly, Village President

ATTESTED:



Audrey McAdams, Village Clerk