

Township Elected Officials' Access to Public Records

Background:

1. The Township is committed to compliance with the Illinois Freedom of Information Act.
2. The public is provided with easier access to public records including a more prompt production of records and a waiver of copying costs under some circumstances.
3. Elected Officials, being part of the management team of the Township, should have access which is at least as favorable as ordinary citizens.

Policy:

As of the date of ratification of this Policy, Maine Township Elected Officials shall have access to any item that the public has access to, and:

- a. There shall be no copying cost charged to an Elected Official for a copy of a public record, although Elected Officials are encouraged to request documents in electronic form.
- b. Timeliness for production of documents at Elected Official request shall generally be more timely than that of the general public when possible, but at all times at least equal to that of the general public.
- c. Elected officials may make requests by e-mail or telephone. Staff will confirm receipt within one business day.