

INSTRUCTIONS FOR SUBMITTING A FOIA REQUEST

The City of Countryside will accept a Freedom of Information Request (FOIA) in person or via US mail, or electronic mail. Although not required, the City encourages the use of its FOIA form for each request.

Per Illinois statute, the City shall comply with or deny a non-commercial request for public records within five business days after receipt of the request unless the time for response is properly extended.

When the request is for commercial purposes, the City shall respond to such request within twenty-one business days after receipt.

If submitting a FOIA request via US mail, please direct it to: City of Countryside Attention: City Clerk 5550 East Avenue Countryside, IL 60525 If submitting FOIA request via email, please direct it to: clerk@countryside-il.org.

Pursuant to Illinois statute, the City will not charge any fee for the first 50 pages of black and white, letter or legal sized copies requested by the requester. The fee for black and white, letter, or legal sized copies in excess of 50 pages shall not exceed 15 cents per page. If the City provides copies in color or in a size other than letter or legal, the City may not charge more than its actual cost for reproducing the records.

FOIA Officer:

Sharon Peterson, Deputy City Clerk

Phone 708-485-2595