

Submitting a Freedom of Information Act (FOIA) Request

Requests must be submitted in writing and can be either:

- **emailed to:** ISAC.FOIA@isac.illinois.gov

- or -

- **mailed to:**

Freedom of Information Office
Illinois Student Assistance Commission
100 West Randolph, Suite 3-200
Chicago, Illinois 60601-3219
ATTN: FOIA Request

***If you have questions about filing a FOIA request please call (847) 948-8500 X3111.**

Though it is not required, it is helpful for proper routing if your letter(s) state that information is being sought under the Freedom of Information Act. A brief and specific description of the public records requested should be provided. While responses can be provided via e-mail, please provide a mailing address.

Time Frame for Response

The Illinois Freedom of Information Act requires agencies to respond within five business days of receipt of a request. A five-day extension is allowed with written notification to the requester. If the request is for commercial purposes a public body has 21 business days to respond.

Duplication Costs Effective January 1, 2009	
Type of Duplication	Fee
For the first 50 pages of black & white, letter or legal sized copies (8 ½ x 11 or 11 x 17)	No Charge
For 51 or more pages of black & white, letter or legal sized copies (8 ½ x 11 or 11 x 17)	\$.15 / page for all pages copied
Diskette or CD-ROM	Diskette or CDROM
Copy of audio or video material	Cost of tape, disk, etc

Checks are to be made payable to: "Illinois Student Assistance Commission"

If the records exceed 50 pages, the requester will be informed of the duplication cost and the pages will be copied and mailed to the requestor upon receipt of the payment.

Appeal Rights in the Event of Denial of a Request for Information or a Violation of the Open Meetings Act

In the event that part or all of a request is denied, requesters may appeal the denial through a Request for Review by the Public Access Counselor.

If a member of the public believes that a public body has wrongly denied his or her FOIA

request, or that a public body has violated Open Meetings Act (OMA) in the way that it conducted, or failed to conduct, a public meeting, then the member of the public may submit a Request for Review to the PAC.

Public Access Counselor (PAC)

The Public Access Counselor is an attorney in the Attorney General's office whose responsibility it is to ensure that public bodies comply with the Freedom of Information Act (FOIA) (5 ILCS 140/1 *et seq.*) and the Open Meetings Act (OMA) (5 ILCS 120/1 *et seq.*). The PAC works under the direction and supervision of the Attorney General and oversees the Public Access Bureau in the Attorney General's office, which includes several attorneys as well as professional support staff who are available to members of the public and representatives of public bodies to provide a variety of services, ranging from education and free training programs to resolving disputes between public bodies and citizens over public access to information and open government. The purpose of the work of the Attorney General's Public Access Bureau is to ensure that FOIA and OMA fulfill their goal of providing the public with access to government documents and decision making.

Request for Review by the Public Access Counselor

In the case of FOIA, the Request for Review is a formal way of asking the PAC to take a look at the original FOIA request, as well as the public body's response, and determine if a FOIA violation has occurred. In the case of OMA, the Request for Review is a formal way of asking the PAC to determine if the alleged actions of the public body in connection with a public meeting are in violation of OMA. (5 ILCS 140/9.5(a); 5 ILCS 120/3.5(a)).

The Request for Review must be made in writing, be signed by the requestor, and include a summary of the facts supporting the allegation. In a FOIA Request for Review, the member of the public must also include a copy of the original FOIA request and any responses from the public body. (5 ILCS 140/9.5(a), (b); 5 ILCS 120/3.5(a)).

A Request for Review must be submitted to the PAC within 60 calendar days after the denial of the FOIA request or the alleged violation of OMA. (5 ILCS 140/9.5(a); 5 ILCS 120/3.5(a)).

A Request for Review may be submitted to the PAC by either electronic mail or U.S. Mail.

To submit a Request for Review by electronic mail, please e-mail the request to:

publicaccess@atg.state.il.us.

To submit a Request for Review by U.S. Mail, please send the request to:

Public Access Bureau
Office of the Attorney General
500 S. 2nd Street
Springfield, Illinois 62706