

PROCEDURE FOR REQUESTING INSPECTION OF TOWNSHIP RECORDS
or
TO OBTAIN COPIES IOF TOWNSHIP RECORDS (CERTIFIED UPON REQUEST)

The purpose of the Freedom of Information Act is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials. The principle mandate of the Public Act 96-542 provides that each public body shall make available to

any person for inspection or to provide copies of any requested records that are subject to disclosure under the Freedom of Information Act. Not all records are subjects to disclosure, and the Act provides a number of exemptions. The Act also provides that the public body has five (5) business days to respond following the date the request is received and may take an additional seven (7) business days, if necessary, to fill the request.

Requests for commercial purposes, under the Public Act 96-542, will have twenty-one (21) business days after receipt of such a request to respond to them.

This Act is not intended to be used to violate individual privacy, nor for the purpose of furthering a commercial enterprise, or to disrupt the duly-undertaken work of any public body. The Act does not require the Township to create new records or to answer questions other than through its records. FOIA

requesters may have to pay fees covering some of the costs of processing their request. Fees may be limited to actual mailing costs, duplication or publication costs. See the next page for Milton Township's fee schedule and policy for duplication of records. If a fee is required, it must be paid before the copies are released by Milton Township.

The Township Clerk has custody of all records, books, and papers of the Township (60 ILCS 1/75-5)

All Freedom of Information Act (FOIA) Requests must be in writing or emailed to the Milton Township Freedom of Information Officer and must contain a detailed description of the desired records. A form for requesting Milton Township public records is included on this website. Print the form, complete, mail, email or drop off at the Town Clerk's Office in the Town Hall located at 1492 N. Main Street in Wheaton.

All requests for information should be made to:

Dan Bailey, Freedom of Information Officer

Address: 1492 N. Main Street
Wheaton, IL 60187
Phone: 630.668.1616
Email: foia@miltontownship.net

The Freedom of Information Officer will direct requests for records relative to the assessment of property and records stored on the Assessor's files to the Assessor for his handling of same, and requests for records relative to the Township Road District will be directed to the Highway Commissioner for handling of same.