

Illinois Freedom of Information Act (FOIA) Guide

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 Act provides that each public body shall make available to any person for inspection, or upon submission of a written request, to provide copies of any requested records that are subject to disclosure under the Act. Not all records are subject to disclosure, and the Act provides a number of exemptions.

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 independent of the fulfillment of any of the rights of the people to access to information (5 ILCS 140/1).

Submit the Request

- Email – statesattorney1@whitecounty-il.gov
- Mail - 307 East Cherry Street, Carmi, IL 62821
- Hand delivery - 307 East Cherry Street, Carmi, IL 62821

Keep proof of submission.

Identify the Records & Write Your FOIA Request

Be as specific as possible. Include:

- Dates or date ranges
- Names of individuals involved
- Addresses or locations
- Incident or case numbers
- Types of records sought
- State that it is a FOIA request.
- Describe the records sought.
- Request electronic copies if desired.
- Include your contact information.

Fees: For letter or legal sized copies the first 50 pages are free, and any additional pages can cost no more than 15 cents per page. Electronic copies can be charged but only the actual cost of

the recording medium. If information is furnished on a flash drive, the public body may only charge the requester the cost incurred to purchase the flash drive. If the request is treated as voluminous, then it may be charging certain fees based on megabytes of data provided. Fees can be waived if the requester states the specific purpose of the request and indicates that disclosure is in the public interest. A waiver or reduction may be available if the purpose of the request is to access and disseminate information on the health, safety and welfare or the legal rights of the general public or no personal or commercial benefit will be received from document disclosure.