

FREEDOM OF INFORMATION ACT

SUMMARY OF PROCEDURES

The Village of Valmeyer (the "Village"), Monroe County, Illinois, maintains comprehensive Rules and Regulations Implementing the Illinois Freedom of Information Act (the "FOIA Rules"), which provide procedures, instructions, and forms for obtaining Village public records.

This document provides a brief summary of the Village's FOIA Policies and Procedures.

Requests to inspect, copy, or certify public records may be submitted to the Village in writing or via email, telephone and facsimile. The Village encourages requestors to submit their requests on the convenient form provided by the Village, which is available at the Village Hall and on the Village's website. The Village will respond to each request to inspect, copy, or certify public records in a manner consistent with the Illinois Freedom of Information Act.

Copies of public records will be provided upon payment of a copying fee, if applicable, as provided in Section IV of the FOIA regulations. If requested, copies of public records will be mailed after the Village receives payment of the actual cost of postage.

Requests and other communications regarding Village records relating to a request to inspect, copy, or certify public records; requests for copies of the FOIA Rules; and all requests for any other information relating to the Village's implementation of the Illinois Freedom of Information Act must be directed to either:

Village of Valmeyer
Tim Richards
PO Box 262
Valmeyer, Illinois 62295

Village of Valmeyer
Ashley Stuckmeyer
260 Knobloch Blvd.
Valmeyer, Illinois 62295

618.935.2131
618.935.2299 – fax
trichards@valmeyerillinois.com

618.939.8600 ext.207
618.939.8988 – fax
astuckmeyer@valmeyerillinois.com

The foregoing information is provided pursuant to Section 4(b)
of the Illinois Freedom of Information Act, 5 ILCS 140/4(b).