



City of Benton Illinois

P.O. Box 640 • 500 West Main Street • Benton, Illinois 62812 • Telephone: 618.439.6131 • Facsimile: 618.435.2610

INFORMATION REGARDING THE ILLINOIS FREEDOM OF INFORMATION ACT

THE ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) IS DESIGNED TO ENSURE THAT THE PUBLIC HAS ACCESS TO INFORMATION ABOUT THEIR GOVERNMENT AND ITS DECISION-MAKING PROCESS.

HOW TO SUBMIT A FOIA REQUEST TO THE CITY OF BENTON:

THE CITY CLERK HAS BEEN DESIGNATED AS FOIA OFFICER FOR THE CITY OF BENTON. REQUESTS MUST BE SUBMITTED IN WRITING, BY MAIL OR IN PERSON, TO THE FOIA OFFICER AT THE FOLLOWING LOCATION:

CITY CLERK
BENTON MUNICIPAL BUILDING
P.O. BOX 640, 500 WEST MAIN STREET
BENTON, IL 62812

EMAIL ADDRESS: CLERK1@BENTONIL.COM

FEE SCHEDULE:
FIRST 50 PAGES ARE FREE (BLACK AND WHITE)
ADDITIONAL PAGES: \$0.15 A PAGE

FOIA RESPONSE TIME:
A RESPONSE TO A FOIA REQUEST WILL BE PROVIDED WITHIN FIVE (5) BUSINESS DAYS AFTER RECEIPT OF THE REQUEST. REQUESTS FOR COMMERCIAL PURPOSES WILL BE RESPONDED TO WITHIN TWENTY-ONE (21) DAYS.