



**COMMISSIONERS**

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City Clerk

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**Fred Kondritz, Mayor**

## **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, 1403 SOUTH MAIN STREET  
BENTON, IL 62812

EMAIL ADDRESS: [CLERK1@BENTONIL.COM](mailto: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.