



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, email, or in person, to the FOIA Officer at the following location:

**Brook Craig, City Clerk
Benton City Hall
Campbell Building
P. O. Box 640, 901 Public Square
Benton, IL 62812**

E-mail address: clerk1@bentonil.com

FEE SCHEDULE:

First 50 pages are free (for black and white, letter or legal-sized copies)
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. For certain reasons, the time period may be extended for an additional five (5) business days, or longer if agreed to by both parties in writing. If additional time is needed, the requestor will be notified in writing of the reason for the extension and when the information will be produced. Requests for commercial purposes will be responded to within twenty-one (21) days.