

VILLAGE OF RINGWOOD, MCHENRY COUNTY, ILLINOIS
ORDINANCE NO. 95-8-1

AN ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE
WITH THE ILLINOIS FREEDOM OF INFORMATION ACT

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF RINGWOOD THIS 21ST DAY OF AUGUST, 1995

Published in pamphlet form by
authority of the President and
Board of Trustees of the Village
of Ringwood, McHenry County, Illinois
this 21st day of August, 1995.

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AN ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE
WITH THE ILLINOIS FREEDOM OF INFORMATION ACT

WHEREAS, the General Assembly has enacted Public Act 83-1013, the short title of which is the "Freedom of Information Act," and such Act took effect on July 1, 1984; and

WHEREAS, such Act is intended to provide the public with greater access to the records of public bodies; and

WHEREAS, it is necessary for the Village of Ringwood to establish practices and procedures ensuring its full and complete compliance with said Act, so that the public policy stated therein can be carried out effectively and efficiently with respect to the records of the Village.

BE IT ORDAINED by the President and Board of Trustees of the Village of Ringwood, McHenry County, as follows:

SECTION 1. The Village Clerk is hereby designated as the Freedom of Information Officer to whom all initial requests for access to the records of the Village are to be referred. Written requests are to be made at the Offices of the Village Clerk, at 5120 N. Ridgeway Rd., Ringwood, between the hours of 4 P.M. and 7 P.M. every Tuesday, or an appointment may be scheduled by telephoning 815-653-5511.

SECTION 2. Any records which are the subject of a request under the Freedom of Information Act shall be retrieved from such place as they are stored by the Village Clerk or by an official of the Village acting under the direction of the Clerk. In no event shall records be retrieved by the party requesting them or by any person who is not an official of the Village.

SECTION 3. If copies of records are requested, fees for such copies, whether certified or not, shall be as determined from time to time by the Village Clerk, The fees charged shall reflect the actual cost of copying the records, and the cost of certifying copies, if certification is requested.

SECTION 4. In the event that a request to inspect Village records is denied by the Village Clerk, the denial may be appealed to the Village President. Such an appeal must be made within fourteen (14) days after the requesting party receives the written notice denying said request; or, in the event that the denial is not by letter the appeal must be made fourteen (14) days after the request is effectively denied.

SECTION 5. This ordinance shall be in full force and effect from and after its passage and approval and publication in pamphlet form, as provided by law.

PASSED THIS 21ST DAY OF AUGUST, 1995.

AYES: Schmitt, Swanson, Everett, Bauer, and Hogan

NAYS: NONE

ABSTAIN: NONE

ABSENT: Bruce

NOT VOTING DUE TO CONFLICT: NONE

APPROVED THIS 21ST DAY OF AUGUST, 1995.

Richard E. Mack
Village President

ATTEST:

[Signature]
Village Clerk