

PROCEDURE FOR OBTAINING INFORMATION FROM THE VILLAGE OF ROMEOVILLE

1. Requests for copies or inspection of the Village of Romeoville's records should be directed to the following:

Village Clerk - FOIA Officer
Village of Romeoville
13 Montrose
Romeoville, IL 60446
2. All requests for records must be in writing. The appropriate form can be obtained from either from the front counter staff at the Village Hall or by clicking here. The Village of Romeoville must comply with or deny a request for records within 7 working days.
3. The Village of Romeoville is not required to allow inspection and copying of any records falling within any of the exemptions noted in Section 7 of the Freedom of Information Act.
4. The Village of Romeoville is not required to comply with a request for information if the request is deemed to be "unduly burdensome." Therefore we ask that you are specific in your request for records.
5. The Illinois Freedom of Information Act allows for the imposing of fees for the copying of requests for public records, and for the hourly wage rate of Village employees who must spend time researching and copying of such records.

Following are the fees as outlined in Ordinance 783-91:

\$.30 per letter and legal size page if Village employee copies records;

.50 per electronic data processing page;

.30 per letter and legal size page if individual requesting records makes copies using Village equipment;

per 90 minute tape: (individual must supply own tape);

1.00 per certificate if individual wants copies certified; and

Actual hourly wage rate. of Village employee for time spent researching and copying of records.

[Click Here](#) for a form.

