

## **Freedom of Information Act**

**All Illinois municipalities - including the Village of Argenta - fall under the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. Any person wishing to view or obtain copies of Village records may submit a written request to view and/or receive copies of records and submit it to Village Clerk Sherry Koszesza, the Village's appointed Freedom of Information Officer.**

**The following are instructions on how to file a Freedom of Information Act (FOIA) request with the Village of Forsyth.**

- 1. Please make your request for records in writing. The Village does not require the completion of a standard form for this purpose. You may submit your written request by mail or e-mail.**
- 2. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.**
- 3. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a .15-cent-per-page charge, which you may be asked to pay in advance of receipt of your copies.**
- 4. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.**
- 5. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your electronic mail address.**
- 6. The Village has five working days from its receipt of your written request to provide the records to you or take other appropriate action. If the Village denies a request for public records, the requester will be notified in writing of the decision to deny, the reason for the denial including the factual basis for the application of the exemption claimed, and the name(s) of the persons responsible for the denial. The requester shall also be informed of the right to review by the Public Access Counselor in accordance with 5 ILCS 140/9.**

**Please direct all requests to:**

**FOIA Officer - Sherry Koszesza**  
**Village of Argenta**  
**330 N Warren St**  
**Argenta, IL 62501**

**Email: [village@argentail.com](mailto:village@argentail.com)**