

FOIA Protocol for Departments

Administration, Auditor, Finance, Treasurer, IT, Planning, GIS, Recorder, Assessor, County Clerk,
Maintenance, Highway, Animal Control

FOI Officer – Joanne Langlois

189 East Court Street, Suite 502
Kankakee, IL 60901
(815) 937-3642

Forms

- Departments are required to have the mandated FOI request forms available.
 - FOI requests do not have to be submitted on the mandated FOI request form.
 - The County of Kankakee does require request be submitted in written form
 - A request that is not in writing is not subject to the FOIA law. This includes phone calls and walk ups who make requests orally.

Phone calls inquiring about FOIA

- Departments should direct the caller to the FOIA Office at Administrations at (815) 937-3642

Submission of FOI request

- Departments are to direct requestors to the FOIA Office at Administrations on the 5th floor of the County Building to submit a FOI request. (5 ILCS 140/3c)
 - If Departments accept a FOI request directly, it is that specific department's responsibility to get the FOI request to the FOIA Office at Administrations the day the request was received.

Responding to FOI requests

- The FOIA Office at Administrations will then review the request to make a determination.
- If the request can be fulfilled, the FOIA Office at Administrations will contact the department for the necessary information.
- The FOIA Office will give the department a deadline for each individual request.
- If a department believes they are going to need more than 5 days to collect data, it is the Departments responsibility to inform the FOIA Office at Administrations immediately so an extension letter may be sent out.
 - **Consequences of missing the deadline**
 - The County of Kankakee is subject to a civil penalty of between \$2,500 and \$5,000 per violation.
 - The County of Kankakee cannot charge for reproduction costs at a later time or treat the request as unduly burdensome, after the deadline to respond has passed.
 - Possible litigation leading to the County of Kankakee paying Attorney's fees.