

## **Marion County Health Department Rules and Regulations Implementing Illinois Freedom of Information Act**

1. Rules and regulations provided in this document shall not supercede the conditions of the Illinois Freedom of Information Act.
2. Health Department Business Hours: 8:00 a.m. to 5:15 p.m. on Monday thru Friday.
3. Business Day: The Health Department is open Monday through Friday during its regularly scheduled business hours. For the purpose of responding to FOIA requests, weekends and authorized holidays are not included.
4. The day a request is received is not included in the number of days in which the Health Department is required to respond to the requestor.
5. Requests for Public Records
  - i. All requests shall be made in writing. Acceptable methods include in-person delivery, mail, fax, or e-mail. The Health Department has a request form that is available for use. Use of this form is not required, but is encouraged.
  - ii. All requests received by a Health Department employee during business hours on a business day at the Health Department office will be given to the Freedom of Information Officer or secondary officer.
  - iii. A request will be deemed as received when:
    - a. an in-person request is given to a Health Department employee at the Health Department office during business hours on a business day,
    - b. an e-mail request is opened by the Freedom of Information Officer during business hours on a business day, or,
    - c. mailed, faxed, or other requests are actually received by the Health Department on a business day. Requests received on a holiday in which the Health Department is closed will be processed the next business day.
  - iv. The Freedom of Information Officer will keep a file for all requests that contains the original request, a copy of the Health Department's response, a copy of all written communication with the requestor regarding the request, and a copy of any other communications related to the request.
6. Response to requests will be made in accordance with the Illinois Freedom of Information Act.
7. Only Health Department employees shall be permitted to search for Health Department records or use any Health Department equipment associated to any request.

8. Records

- i. Original records shall not be removed from the Health Department building unless authorized by the Health Department Administrator.
- ii. A requestor who has been approved to inspect public records must make an appointment with a Health Department Freedom of Information Officer to inspect the requested records.
- iii. Records requested in an approved request will be disclosed to the requestor upon payment of any associated copying or postage fees.
- iv. Records may be obtained in person during Health Department business hours or sent to the requestor via mail.
- v. The Health Department may require the requestor to acknowledge the inspection or delivery of the requested records via a separate acknowledgment form.

9. Fees and fee waivers will be issued in a manner consistent with the guidelines put forth in the Illinois Freedom of Information Act.

FEES

Paper Copies

Letter (8.5 x 11)	Black & White	1 <sup>st</sup> 50 pages	Free
		Each page >50 pgs.	\$0.15
Legal (8.5 x 14)	Color		\$0.22
	Black & White	1 <sup>st</sup> 50 pages	Free
		Each page >50 pgs.	\$0.15
	Color		\$0.28

Electronic Media

CD	\$0.50
DVD	\$0.60

Mailing

Cost of postage

10. For any conditions not covered or mentioned within these rules and regulations, the Illinois Freedom of Information Act will be abided by.