

STATE'S ATTORNEYS APPELLATE PROSECUTOR



PATRICK DELFINO
DIRECTOR

ADMINISTRATIVE OFFICE
725 SOUTH SECOND STREET
SPRINGFIELD, ILLINOIS 62704
(217) 782-1628
FAX (217) 782-6305

December 30, 2009

DEPUTY DIRECTORS

SECOND DISTRICT:

LAWRENCE M. BAUER

THIRD DISTRICT:

TERRY A. MERTEL

FOURTH DISTRICT:

ROBERT BIDERMAN

FIFTH DISTRICT:

STEPHEN E. NORRIS

BOARD OF GOVERNORS

FIRST DISTRICT:

ANITA ALVAREZ
STATE'S ATTORNEY
COOK COUNTY

SECOND DISTRICT:

JOHN BARSANTI
STATE'S ATTORNEY
KANE COUNTY

JOSEPH E. BIRKETT
STATE'S ATTORNEY
DuPAGE COUNTY

MICHAEL J. WALLER
STATE'S ATTORNEY
LAKE COUNTY

THIRD DISTRICT:

KEVIN LYONS
STATE'S ATTORNEY
PEORIA COUNTY

SHELDON SOBOL
STATE'S ATTORNEY
GRUNDY COUNTY

FOURTH DISTRICT:

THOMAS J. BROWN
STATE'S ATTORNEY
LIVINGSTON COUNTY

JOHN SCHMIDT
STATE'S ATTORNEY
SANGAMON COUNTY

FIFTH DISTRICT:

ROBERT HAIDA
STATE'S ATTORNEY
ST. CLAIR COUNTY

JUSTIN HOOD
STATE'S ATTORNEY
HAMILTON COUNTY

Policy:

It is the public policy of this Agency that in order to promote transparency and accountability, all public records shall expediently and efficiently be made available to the public in compliance with the express purposes of the Freedom of Information Act.

To promote these purposes, the Director Patrick Delfino has appointed Matthew Jones, Associate Director, and Charles Zalar, General Counsel, as the designated FOIA officers and Chad Hilligoss as the designated administrative assistant. Each of these persons has or will successfully complete the mandatory electronic training curriculum.

Intake:

All requests for information under the Freedom of Information Act shall be made in writing to the Administrative Office located at 725 South Second Street, Springfield, IL 62704. Fax number 217-782-6305. Requests shall be directed to the "FOIA officer".

Upon the receipt of a written request for information, whether captioned as a request under the Freedom of Information Act or not, the request shall immediately be transmitted to the designated administrative assistant who shall open a file, make sufficient copies and distribute copies of the request to the designated FOIA officers for the Agency.

In the absence of the designated administrative assistant, the information request shall immediately be transmitted to one of the FOIA officers. In the absence of all of the above designated persons, the request shall be transmitted to the Director who shall immediately distribute the request to assure timely compliance with the Act.

Upon receipt of the written request, the FOIA officers shall consult and agree upon the assignment of primary responsibility. The FOIA officer assigned primary responsibility shall:

- Note the date the public body receives the written request;
- Compute the day on which the period for response will expire and make a notation of that date on the written request; and
- Maintain a copy of the written request, including any attachments, as well as any correspondence with the requestor and return the file to the designated administrative assistant upon conclusion.

Within 5 business days, the FOIA officer assigned primary responsibility shall issue a response to the request by issuing:

- An extension (either for additional time to comply or for an advisory review by the Public Access Counselor);
- A query for clarification of the request; or
- A denial and the legal basis thereof.

If the assigned FOIA officer seeks to deny the request on the basis of a “disclosure of personal information” or “preliminary drafts”, it shall notify the requestor and the Public Access Counselor (PAC) of that determination and await approval from the PAC to do so.

Upon completion of the review and the issuance of a response by the assigned FOIA officer, all materials will be returned to the designated administrative assistant who shall maintain the request, all correspondence, and any work product created in compliance of the ACT.

Review:

If the requestor seeks to appeal a denial issued by the FOIA officer, they shall submit that request in writing to the Public Access Counselor at:

Public Access Bureau
500 S. 2nd Street
Springfield, Illinois 62706
217-558-0486
publicaccess@atg.state.il.us

Disclosure:

Items for immediate disclosure, subject to the redaction of private information:

- Records relating to the obligation, receipt, and use of public funds by the Agency;
- Certified payroll records;
- Settlement agreement;
- Final collective bargaining agreement;
- Records related to the final outcome of employee grievances or disciplinary actions; and
- All employee and personnel manuals.

Items which will not be routinely disclosed:

- Preliminary research, notes and drafts of appellate briefs and filings;
- Case files, work product and evidence within special prosecution files during the pendency of the review or case, after which the materials will be promptly returned to the county of origin; and
- Member’s-only information from the Agency website including legislative memoranda, forum comments and personal contact information.