

Village of London Mills

FREEDOM OF INFORMATION ACT (FOIA) PUBLIC NOTICE

Public records may be requested under the Illinois Freedom of Information Act, 5 ILCS 140. Requests for inspection or copies must be made in writing and directed to the Village. A Village form is not required.

FOIA Officer

Malerie Ford, Village Clerk & FOIA Officer
Village of London Mills
108 S 3rd St., PO Box 347
London Mills, IL 61544
Email: clerk@londonmillsil.gov

How to Submit a Request

- Mail: Send written FOIA requests to the FOIA Officer at the address listed.
- Email: Send the full request in the body of the email to clerk@londonmillsil.gov.
- In person: Written requests may be submitted during regular posted office hours.

Request Guidelines

- Please reasonably describe the records requested and state whether you want to inspect records, receive paper copies, or receive electronic copies, if feasible.
- Electronic requests must appear entirely within the body of the electronic submission. As a cybersecurity measure, the Village is not required to open attached files or hyperlinks to view request details.
- The Village may not require use of a standard form or ask for the purpose of a request, except to determine whether it is for a commercial purpose or whether a fee waiver should be granted.
- The Village will respond to non-commercial FOIA requests within 5 business days after receipt unless an extension or different FOIA procedure applies.

FOIA Request Fee Schedule

Item	Fee
Inspection of public records	No charge
Black-and-white letter/legal copies	First 50 pages free; pages after 50: \$0.15 per page
Color or non-standard size copies	Actual cost of reproduction
Electronic records	No charge to email when feasible; actual cost of recording medium if one is used
Certification of records	Up to \$1.00 per certification
Voluminous or commercial requests	Fees may be charged as allowed by 5 ILCS 140/6
Fee waiver/reduction	May be requested when disclosure is in the public interest.

Public Body Information and Review Rights

The Village of London Mills maintains records related to municipal government, including ordinances, meeting records, financial records, utility-related records, permits, contracts, correspondence, and other records related to public business. Certain records may be exempt from disclosure under FOIA or other law.

If a request is denied, partially denied, redacted, or not answered on time, a requester may seek review from the Illinois Attorney General Public Access Counselor: public.access@ilag.gov or 1-877-299-3642.

Additional FOIA information and forms may be found at: www.londonmillsil.gov/foia.