

FREEDOM OF INFORMATION ACT

In compliance with the Illinois Freedom of Information Act (FOIA), notice is hereby given that the designated FOIA officers for the Office of the Winnebago County Clerk are: Craig Danekas and Lou Bradford. All requests for information regarding the Office of the County Clerk under FOIA should be directed to the persons above.

As required by FOIA, the following information regarding the Office of the County Clerk is made available:

The purpose of the Office of the County Clerk is to provide numerous record-keeping functions in its capacity as clerk of the county board, keeper of vital statistics, tax extender, and election authority for the County. The County Clerk's office budget is \$1,001,479 and staffing is 13 employees.

Business hours of the office are 8:00 AM – 5:00 PM, Monday through Friday. FOIA requests may be filed in person during those hours, by mail or via e-mail. A response to the FOIA request will be provided to the requestor within five (5) business days from the day the office receives the request. Requests received by mail will be considered received on the business day the mail is received by the office. If a request is sent by e-mail during business hours on a business day, it will be considered being received on that day. If the e-mail is sent after business hours or on a non-business day, it will be considered received on the next business day. Saturdays, Sundays and legal holidays are not counted in the computation of the 5 day response period.

Any questions regarding this notice may be referred to the above-referenced FOIA officer at 815-319-4250.