



Macoupin County ILLINOIS

FOIA Guide

The Macoupin County Board and the Macoupin County Officials have taken aggressive steps in recent years to make county government more accessible.

The County's website (www.macoupincountyil.gov) contains a great deal of information that just a few years ago was not accessible over the internet.

The following information can be found on the County's website and accessed freely and conveniently:

- Court records
- Minutes of county Board meetings Rules Governing the County Board
- Resolutions adopted by the County Board
- Ordinances adopted by the County Board
- Audit Summaries
- Meeting dates, times and locations
- County Board meeting agendas
- Detailed budget summaries

Please note that minutes of County Board meetings do not become official until the month following each County Board meeting.

The purpose of this document is to help direct those seeking information from Macoupin County government. to the correct office .

We hope that this document will help better guide those seeking official information from Macoupin County government.

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HOW TO FILE A FREEDOM OF INFORMATION REQUEST

1. Please make your request for records in writing to the appropriate Freedom of Information Officer for each office. The Freedom of Information Officers for each office/department are listed on the three pages following this page. You may submit your written request by mail, fax, or e-mail (as listed).

2. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records .

It is not designed to require a public body to answer questions. To the extent that you wish to ask questions, please contact the appropriate county office.

3. Please tell us whether you would like copies of the requested records , or whether you wish to examine the records in person . You have the right to either option.

4. There is no fee for up to 50 pages of standard paper copies. For page(s) beyond 50, there is a charge per page.

5. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest-not simply your personal interest-and merits a fee waiver.

6. Please include your name, preferred telephone number (s), mailing address, and, if you wish, your electronic mail address.

7. Upon receipt of a FOIA request, in accordance with 5 ILCS 140/3, the public body will promptly either comply or deny a request for records within 5 business days after its receipt of the request unless the time for response is properly extended per terms of 5 ILCS 140/3 subsection (e). In instances where additional time is required, the public body will notify the person making the request of the reasons for the extension and the date by which the response will be forthcoming per 5 ILCS 140/3 subsection (f).

FREEDOM OF INFORMATION OFFICERS

Updated January 2017

CIRCUIT CLERK

FOIA Officer: Lee Ross, Circuit Clerk
201 East Main Street | PO Box 197 Carlinville, IL 62626
Telephone: 217.854.3211 ext. 713
Fax: 217.854.7361
E-mail: lee.ross@macoupincountyil.gov

CIRCUIT COURT

FOIA Officer: Kenneth R. Deihl, Presiding Judge Courthouse
PO Box 673 Carlinville, IL 62626
Telephone: 217.854.3181 ext. 264
Fax: 217.854.8461
E-mail: ken.deihl@macoupincountyil.gov

CORONER

FOIA Officer: Brad B. Targhetta, Coroner
507 Victor Street PO Box 785 Brighton, IL 62012
Telephone: 618.372.8979
Fax: 618.372.3311
E-mail: coroner@macoupincountyil.gov

COUNTY BOARD

FOIA Officer: Pete Duncan, County Clerk
215 S. East St. Carlinville, IL 62626
Telephone: 217.854.3341 Fax: 217.854.6015
E-mail:

Note: FOIA requests for the following departments should be sent to the County Board:

Animal Control Buzie Bertagnolli (administrator@macoupincountyil.gov)

COUNTY CLERK, ELECTIONS & RECORDER OF DEEDS

FOIA Officer: Pete Duncan, County Clerk & Recorder or Donna Fritz
PO Box 107 Carlinville, IL 62626
Telephone: 217.854.3214 ext. 707
Fax: 217.854.7347
E-mail: pete.duncan@macoupincountyil.gov or donna.fritz@macoupincountyil.gov

EMERGENCY MANAGEMENT AGENCY

FOIA Officer: James Pitchford
215 South East Street Carlinville, IL 62626
Telephone: 217.854. 3352
Fax: 217.854.4764
E-mail: ema@macoupincountyil.gov

EMERGENCY TELEPHONE SYSTEM BOARD

FOIA Officer: Aaron Bishop
215 South East Street Carlinville, IL 62626
Telephone: 217.854.5459
Fax: 217.854.4764
E-mail: aaron.bishop@macoupincountyil.gov

HIGHWAY DEPARTMENT

FOIA Officer: Tom Reinhart
21480 Illinois 4 Carlinville, IL 62626
Telephone: 217.854.9713
Fax: 217.854.6861
E-mail: tom.reinhart@macoupincountyil.gov

PROBATION & COURT SERVICES DEPARTMENT

FOIA Officer: Corinne Briscoe, Chief Probation Officer or David Wickert
215 S. East St. Carlinville, IL 62626
Telephone: 217.854.4411
Fax: 217.854.3922
E-mail: cbriscoe@frontier.com or dwickert2@frontier.com

PUBLIC DEFENDER'S OFFICE

FOIA Officer: Jono Verticchio, Chief Public Defender
PO Box 673 Carlinville, IL 62626
Telephone: 217.854.6634 ext. 261
Fax: 217.854.8461
E-mail: jono.verticchio@gmail.com

PUBLIC HEALTH DEPARTMENT

FOIA Officer: Kent Tarro or Peggy Garrison
805 North Broad Street Carlinville, IL 62626
Telephone: 217.854.3223 ext. 223 or 224
Fax: 217.854.3225
E-mail: ktarro@mcphd.net or pgarrison@mcphd.net

REGIONAL OFFICE OF EDUCATION

FOIA Officer: Michelle Mueller, Regional Supt. or Chad Hoesman, Asst. Regional Supt.
221 East Nicholas Street Carlinville, IL 62626
Telephone: 217.854.4016
E-mail: mmueller@roe40.com

REGIONAL BOARD OF SCHOOL TRUSTEES

FOIA Officer: Michelle Mueller, Regional Supt. or Chad Hoesman, Asst. Regional Supt.
221 East Nicholas Street Carlinville, IL 62626
Telephone: 217.854.4016
E-mail: mmueller@roe40.com

SHERIFF'S DEPARTMENT

FOIA Officer: Kim Dugan or Michelle Rhodes
826 North Broad Street Carlinville, IL 62626
Telephone: 217.854.3135
Fax: 217.854.8477

E-mail: kimberly.dugan@macoupincountyil.gov or michelle.rhodes@macoupincountyil.gov

STATES ATTORNEY'S OFFICE

FOIA Officer: Jordan Garrison, Assistant State's Attorney
Macoupin County Courthouse, Carlinville, IL 62626
Telephone: 217.854.6101
Fax: 217.854.5001

SUPERVISOR OF ASSESSMENTS OFFICE

FOIA Officer: Mari Scheiter
P.O. Box 15, Carlinville, IL 62626
Telephone: 217.854.8281
Fax: 217.854.4505
Email: mari.scheiter@macoupincountyil.gov

TREASURER'S OFFICE

FOIA Officer: Anne Boehm, County Treasurer, or Michelle Novack
PO Box 20 Carlinville, IL 62626
Telephone: 217.854.4014
Fax: 217.854.8461

E-mail: anne.boehm@macoupincountyil.gov or michelle.novack@macoupincountyil.gov

MACOUPIN COUNTY FREEDOM OF INFORMATION REQUEST FORM

Note to requestor: This is a sample form. While helpful, it is not required that your request be made with this form. Please retain a copy of your request for your files.

Request submitted to: insert appropriate information

Date Requested: _____

Request submitted by: ____ (Email) ____ (U.S. Mail) ____ (Fax) ____ (In Person)

Name of requestor:

Street Address: _____

City/State/Zip (required): _____

Telephone (Optional): _____ Email (Optional): _____

Fax (Optional): _____

Records requested: (Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages if necessary.)

Do you want copies of the documents? YES or NO

- Do you want electronic or paper copies? _____
- If you want electronic copies, in what format? _____

Is this request for a commercial purpose? YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c))

Are you requesting a fee waiver YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c))