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MACOUPIN COUNTY BOARD

215 SOUTH EAST STREET • P.O. BOX 535 • CARLINVILLE, IL 62626 • TELEPHONE 217/854/3341
FAX 217/854/6015



January 2010

FREEDOM OF INFORMATION REQUESTS

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 (beginning in 2010)
- 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.

Sincerely,

Andrew Manar
Chairman of the Board



January 2010

FREEDOM OF INFORMATION REQUESTS

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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 March 2012

CIRCUIT CLERK

FOIA Officer: Mike Mathis, Circuit Clerk

OR: Lee Ross

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

or

Mike.Mathis@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: CFO Gabe Springer,

215 S. East St. Carlinville, IL 62626

Telephone: 217.854.3341 Fax: 217.854.6015

E-mail: gabe.springer@macoupincountyil.gov

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

Supervisor of Assessments, John Bresnan (Jbresnan@macoupincountyil.gov)

Animal Control Buzie Bertagnolli (administrator@macoupincountyil.gov)

Highway Department, Tom Reinhart (tom.reinhart@macoupincountyil.gov)

Emergency Management, Jim Pitchford (ema@macoupincountyil.gov)

COUNTY CLERK, ELECTIONS & RECORDER OF DEEDS

FOIA Officer: Pete Duncan, County Clerk & Recorder

or Sherry Ricchiardi PO Box 107 Carlinville, IL 62626

Telephone: 217.854.3214 ext. 707

E-mail: pete.duncan@macoupincountyil.gov or sherry.ricchiardi@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

PROBATION & COURT SERVICES DEPARTMENT

FOIA Officer: Lee Lobue, Chief Probation Officer
or David Wickert
215 S. East St. Carlinville, IL 62626
Telephone: 217.854.4411 Fax: 217.854.3922
E-mail: LLobue@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: Larry Pfeiffer, Regional Supt. of Schools
or Jerry Bauersachs, Interim Asst. Regional Supt. of Schools
220 North Broad Street Carlinville, IL 62626
Telephone: 217.854.4016 Fax: 217.854.2032
E-mail: foia@roe40.com

REGIONAL BOARD OF SCHOOL TRUSTEES

FOIA Officer: Larry Pfeiffer, Regional Supt. of Schools
826 North Broad Street Carlinville, IL 62626
Telephone: 217.854.4016 Fax: 217.854.2032
E-mail: foia@roe40.com

SHERIFF.S DEPARTMENT

FOIA Officer: Ginger Fey or Jennifer Konneker
826 North Broad Street Carlinville, IL 62626
Telephone: 217.854.3135 Fax: 217.854.8477
E-mail: geegee@frontiernet.net

STATES ATTORNEY'S OFFICE

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

TREASURER'S OFFICE

FOIA Officer: Michelle Novack
PO Box 20 Carlinville, IL 62626
Telephone: 217.854.4014 Fax: 217.854.8461
E-mail: michelle.novack@macoupincountyil.gov

RESOLUTION APPOINTING
FOIA OFFICERS

WHEREAS, P.A. 96-542 was signed into law on August 17, 2009, requiring local governments to appoint FOIA (Freedom of Information Act) Officer(s); and

WHEREAS, the Macoupin County Board pursuant to P.A. 94-542 will appoint each officeholder/appointed official and one additional employee in their department to serve as the officer pursuant to the law; and

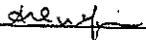
WHEREAS, those individuals will received the required training provided by in the law and be required to abide by the requirements in the law.

BE IT RESOLVED, that the Macoupin County Board approve this effective January 1, 2010.

Yea 27

Nay 0

Passed and Approved this 8th day of December, 2009.



Andrew Manar, Chairman
Macoupin County Board



Michele A. Zippay
Macoupin County Clerk

FREEDOM OF INFORMATION ACT REQUEST FORM
Macoupin County, Illinois

Note to Requester: While this sample form is designed to provide you with helpful guidance on how to submit a FOIA request to Macoupin County Government, you do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.

Request Submitted to:
(insert appropriate information)

Date Requested: _____

Request Submitted by: ___ E-mail ___ U.S. Mail
 ___ Fax ___ In Person

Name of Requester: _____

Street Address: _____

City/State/Zip: _____

Telephone (Optional): _____

E-mail (Optional): _____

Fax (Optional): _____

Records Requested: [Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.]
