

## Freedom of Information Act Village of Peoria Heights

The Village of Peoria Heights provides access to public records as required by the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. The Illinois Freedom of Information Act is based on the principle that people should be able to access public records and information about the workings of government. Documents are considered public records unless all, or parts, of the information falls within express statutory exemption; the majority of the documents generated and/or kept by the Village of Peoria Heights are public records.

Any Freedom of Information Act request must be submitted in writing. As a convenience, the Village of Peoria Heights offers a request form at its administrative office, located upstairs at 4901 N. Prospect Rd., and on its website [peoriaheights.org](http://peoriaheights.org); however, any written request that provides the requester's contact information and a description of the desired records is a valid Freedom of Information Act request. Requests may be submitted in person at the located upstairs in Village Hall, faxed to 309-686-2379, or e-mailed to [Sarah.Witbracht@peoriaheights.org](mailto:Sarah.Witbracht@peoriaheights.org). All requests should be addressed to the attention of the Freedom of Information Act Officer. 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.

The Village of Peoria Heights is required to respond to a Freedom of Information Act request within 5 business days. Certain circumstances might require an extension of an additional 5 business days. Requests that are for commercial purposes require a response within 21 days.

The Village does not charge for the first 50 pages of black and white copies on letter or legal sized paper. After 50 pages, the cost of copies is \$0.15 each.

The Village of Peoria Heights has two separate locations: Police Department, 1311 E. Sciota Avenue and Village Hall, 4901 N. Prospect Road. The Village provides a wide range of services including police protection, fire services, construction and maintenance of streets and other infrastructure, water services, planning, zoning, storm water and floodplain management, code compliance, economic development, garbage and recycling, and general administrative services. The Village's phone number is 309-686-2385 and their website is [peoriaheights.org](http://peoriaheights.org).

Freedom of Information Act requests should be directed to one of the following Freedom of Information Act Officers.

For requests regarding the police department, please contact Rusty Weber or Shane Murphy. Requests can be dropped off to 1311 E. Sciota, Peoria Heights, IL 61616, or by faxing to 309-686-2384.

For requests regarding the fire department, please mail to 4901 N. Prospect Road, Peoria Heights, IL 61616 or leave a request at the waterworks window at Village Hall.

For all other requests, please contact Sarah Witbracht. Requests can be mailed to 4901 N. Prospect Road, Peoria Heights, IL 61616, or by emailing [Sarah.Witbracht@peoriaheights.org](mailto:Sarah.Witbracht@peoriaheights.org), or by leaving a request at the administration office at Village Hall.