



Kenneth Harris, CIAO, Assessor

Send or Drop off at:
DuPage Township Assessor Office 241 Canterbury Ln,
Bolingbrook, IL 60440
Email: information@dupagetownshipassessor.com

Office of the Assessor
REQUEST FOR INFORMATION
(Under the Freedom of Information Act)

DATE: \_\_\_\_\_

INDIVIDUAL (S) MAKING REQUEST:

MAILING ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Please describe the public records you are requesting. In order to expedite the search, please be specific.

Four horizontal lines for describing the public records requested.

Please indicate if you wish to review materials or require copies. The first fifty photocopies on 8 1/2 X 11 inches are free. Other fees vary due to the type of format requested.

DIGITAL \_\_\_\_\_ COPY \_\_\_\_\_ INSPECT \_\_\_\_\_

The DuPage Office of the Assessor will respond to this request within five working days. Today does NOT count.

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FOR OFFICE USE ONLY

Date Response Due: \_\_\_\_\_ Date Response Given: \_\_\_\_\_ By: \_\_\_\_\_

Response (If denied, state reason): \_\_\_\_\_

Records Available: \_\_\_\_\_ Yes \_\_\_\_\_ No Shown by: \_\_\_\_\_ Date: \_\_\_\_\_

Copies Made: \_\_\_\_\_ Yes \_\_\_\_\_ No How Many: \_\_\_\_\_ Fee: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

(5 ILCS 140/3.5)

Sec. 3.5. Freedom of Information officers.

(a) Each public body shall designate one or more officials or employees to act as its Freedom of Information officer or officers. Except in instances when records are furnished immediately, Freedom of Information officers, or their designees, shall receive requests submitted to the public body under this Act, ensure that the public body responds to requests in a timely fashion, and issue responses under this Act. Freedom of Information officers shall develop a list of documents or categories of records that the public body shall immediately disclose upon request.

Upon receiving a request for a public record, the Freedom of Information officer shall:

- (1) note the date the public body receives the written request;
- (2) compute the day on which the period for response will expire and make a notation of that date on the written request;
- (3) maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and
- (4) create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

(b) All Freedom of Information officers shall, within 6 months after the effective date of this amendatory Act of the 96th General Assembly, successfully complete an electronic training curriculum to be developed by the Public Access Counselor and thereafter successfully complete an annual training program. Thereafter, whenever a new Freedom of Information officer is designated by a public body, that person shall successfully complete the electronic training curriculum within 30 days after assuming the position. Successful completion of the required training curriculum within the periods provided shall be a prerequisite to continue serving as a Freedom of Information officer.

(Source: P.A. 96-542, eff. 1-1-10.)

Our data base needs to have a license program in order to read the information. The data is available online through our searchable township website and alternative information is available at the [willcountysoa.com](http://willcountysoa.com) website.