

## FREEDOM OF INFORMATION ACT (FOIA) INFORMATION

The Freedom of Information Act (FOIA) is a state law providing citizens with access to Public Records. Public Records are documents produced by the County and not requests for information that are not in the form of a record or document.

### PRIOR TO SUBMITTING YOUR REQUEST

- The information you are seeking may not require a FOIA request as it may already be accessible on the County's website, or by contacting the department directly. Access our **Department Records Library** to view records that are available without a FOIA.

DEPARTMENT  
RECORDS LIBRARY

- Remember that the Freedom of Information Act is designed to allow you to inspect or receive copies of Public Records. **If you have a question for a representative of Kane County, a FOIA request is not required.** Please direct your questions to the appropriate County Department or Elected Official's office.

### SUBMIT YOUR REQUEST

Requests must be submitted in writing. Be as specific as possible when describing the **public records** you are seeking - include your name, telephone number, mailing address, and e-mail address. A **FOIA Request Form** is available for your convenience.

***Submit your written request in person, by mail, by fax or e-mail to the appropriate Kane County Department.*** Elected Officials maintain their own FOIA Offices, so requests for public records held in those offices should go directly to them.

COUNTY DEPTS.  
FOIA CONTACTS

ELECTED OFFICIALS  
FOIA CONTACTS

FOIA REQUEST  
FORM

**Response Time** – All written requests shall be responded to within five (5) working days (5 ILCS/140/3) following the date the request is received, except in the instance when the request is for commercial purposes (within 21 working days). The five day count begins the day after receipt of the request. The requestor will be notified of a five day extension (working days) if the files are voluminous, at different locations, or if other reasons make it impossible to assemble and mail the request out within the normal five day period.

**Copy Fees** - For black/white, letter or legal sized copies, the first 50 pages are free, unless a different fee is otherwise fixed by statute. Any additional pages beyond 50 will be charged at .15 cents per copy. Color and oversized copies will be charged the actual cost of copying.

**Fee Waiver** – You are permitted to request a waiver of copying fees associated with this request. Please 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.

For additional information regarding the Freedom of Information Act, please visit the Illinois Attorney General's website – <http://www.IllinoisAttorneyGeneral.gov/government/index.html>

**COUNTY DEPARTMENT  
FOIA CONTACT INFORMATION**

Direct your request for public records to the appropriate Kane County Department listed below. *(Elected Officials maintain their own FOIA Offices, so requests for public records held in those offices should go directly to them.)*

**KANE COUNTY DEPARTMENTS**

COUNTY BOARD OFFICE DEPARTMENTS	Dept. FOIA Contact Information
<p><b>COUNTY BOARD OFFICE</b></p> <p><b>Types of Records Maintained:</b> Meeting Agendas &amp; Minutes; Committee Information; County Board Member Information; Resolutions/Ordinances</p> <p style="text-align: center;"><b>Office Records Available on Website</b></p>	<p><b>FOIA Officer:</b> <a href="#">Ellyn M. McGrath</a></p> <p><b>Phone:</b> 630.208.5104 <b>Fax:</b> 630.232.9188 <b>Mail:</b> 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134 <a href="#">MORE Office Info</a></p>
<p><b>DEVELOPMENT and COMMUNITY SERVICES</b></p> <p><b>Types of Records Maintained:</b> Administrative Adjudication; Building Permits; Cable TV Franchises; Contracts; Bids; Economic Development; Grants; Violations; Zoning; Property Records for Permits, Tests, Wells &amp; Septics; Zoning Board of Appeals; Historic Preservation Commission; Regional Planning Commission</p>	<p><b>FOIA Officer:</b> <a href="#">Angie Herrera</a></p> <p><b>Phone:</b> 630.232-3481 <b>Fax:</b> 630.232.3411 <b>Mail:</b> 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134 <a href="#">MORE Dept. Info</a></p>
<p><b>FACILITIES, SUBDIVISION and ENVIRONMENTAL RESOURCES</b></p> <p><b>Types of Records Maintained:</b> Drainage Projects; Maps; Water Supply; Subdivision Plans; Environmental Parcels; Sewer &amp; Water Permit Info; SSA Info</p>	<p><b>FOIA Officer:</b> <a href="#">Es Mora-Avila</a></p> <p><b>Phone:</b> 630.444.3016 <b>Fax:</b> 630.232.3837 <b>Mail:</b> 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134 <a href="#">MORE Dept. Info Environment</a> <a href="#">MORE Dept. Info Water Resources</a></p>
<p><b>FINANCE DEPARTMENT</b></p> <p><b>Types of Records Maintained:</b> Bid Documents; Budget Information; Financial Reports; Purchasing Information</p> <p style="text-align: center;"><b>Dept. Records Available on Website</b></p>	<p><b>FOIA Officer:</b> <a href="#">Erica Waggoner</a></p> <p><b>Phone:</b> 630.208.5112 <b>Fax:</b> 630.208.5110 <b>Mail:</b> 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134 <a href="#">MORE Dept. Info</a></p>
<p><b>PUBLIC HEALTH DEPARTMENT</b></p> <p><b>Types of Records Maintained:</b> Animal Control; Dog Bite Investigations; Emergency Management; Environmental Assessments &amp; Complaints; Restaurant Inspections; Communicable Disease Investigations; Well &amp; Septic Inspections</p>	<p><b>FOIA Officer:</b> <a href="#">Tom Schlueter</a></p> <p><b>Phone:</b> 630.444.3098 <b>Fax:</b> 630.208.5147 <b>Mail:</b> 1240 N. Highland Avenue, Suite 26, Aurora, IL 60506 <a href="#">MORE Dept. Info</a></p>

<p align="center"><b>HUMAN RESOURCES MANAGEMENT DEPARTMENT</b></p> <p><b><u>Types of Records Maintained:</u></b> Insurance; Salary &amp; Positions; Worker's Compensation</p> <p align="center"><b>Dept. Records Available on Website</b></p>	<p><b>FOIA Officer:</b> <a href="#">Sheila McCraven</a></p> <p><b>Phone:</b> 630.208.3836 <b>Fax:</b> 630.208.0116 <b>Mail:</b> 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134 <a href="#">MORE Dept. Info</a></p>
<p align="center"><b>INFORMATION TECHNOLOGY DEPARTMENT</b></p> <p><b><u>Types of Records Maintained:</u></b> IT Contracts/Bids; GIS Data</p>	<p><b>FOIA Officer:</b> <a href="#">Roger Fahnestock</a></p> <p><b>Phone:</b> 630.232.3570 <b>Fax:</b> 630.232.3579 <b>Mail:</b> 719 S. Batavia Ave., Bldg. B, Geneva, IL 60134 <a href="#">MORE Dept. Info</a></p>
<p align="center"><b>KANECOMM</b></p> <p><b><u>Types of Records Maintained:</u></b> 911 Audio Recordings; Computer Aided Dispatch Records</p>	<p><b>FOIA Officer:</b> <a href="#">Elynn M. McGrath</a></p> <p><b>Phone:</b> 630.208.5104 <b>Fax:</b> 630.232.9188 <b>Mail:</b> 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134</p>
<p align="center"><b>SUPERVISOR OF ASSESSMENT OFFICE</b></p> <p><b><u>Types of Records Maintained:</u></b> Board of Review Complaints; Exemption Certificates of Status; Model Home Applications; Real Estate Transfer Declarations; Sales Ratio Listings and Studies</p> <p align="center"><b>Dept. Records Available on Website</b></p>	<p><b>FOIA Contact:</b> <a href="#">Mark Armstrong</a></p> <p><b>Phone:</b> 630.208.3823 <b>Fax:</b> 630.208.5171 <b>Mail:</b> 719 S. Batavia Ave., Bldg C, Geneva, IL 60134 <a href="#">MORE Dept. Info</a></p>
<p align="center"><b>TRANSPORTATION, DIVISION OF</b></p> <p><b><u>Types of Records Maintained:</u></b> Permits; Right-of-Way; Traffic Data; Signals &amp; Signs; Engineering Plans; Maintenance Records</p>	<p><b>FOIA Contact:</b> <a href="#">Lisa Stack</a></p> <p><b>Phone:</b> 630.584.1170 <b>Fax:</b> 630.584.5265 <b>Mail:</b> 41W011 Burlington Road, St. Charles, IL 60175 <a href="#">MORE Dept. Info</a></p>

**KANE COUNTY ELECTED OFFICIALS  
FOIA CONTACT INFORMATION**

Direct your request for public records to the appropriate Kane County Elected Official listed below.

<p><b>COUNTY AUDITOR</b> Terry Hunt</p>
<p><b>FOIA Officer: Terry Hunt or John Harahan</b> Fax: 630.208.3838 Mail: Freedom of Information Request, 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134</p> <p><b>Office Information</b></p>
<p><b>CIRCUIT COURT CLERK</b> Tom Hartwell</p>
<p><b>FOIA Officer:</b> Office not a FOIA office, falls under Judicial branch of government. Mail: Freedom of Information Request, P.O. Box 112, Geneva, IL 60134</p> <p><b>Office Information</b></p>
<p><b>COUNTY CORONER</b> L. Robert Russell</p>
<p><b>FOIA Officer: L. Robert Russell</b> Mail: Freedom of Information Request, 719 S. Batavia Ave., Bldg. E, Geneva, IL 60134</p> <p><b>Office Information</b></p>
<p><b>COUNTY BOARD</b> Chris Lauzen, Chairman</p>
<p><b>FOIA Officer: <a href="#">Ellyn M. McGrath</a></b> Phone: 630.208.5104 Fax: 630.232.9188 Mail: Freedom of Information Request, 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134</p> <p><b>Office Information</b></p>

## COUNTY CLERK

John Andrew Cunningham

**FOIA Email:** [CountyClerkFoia@co.kane.il.us](mailto:CountyClerkFoia@co.kane.il.us)

**Mail:** Freedom of Information Request, 719 S. Batavia Ave., Bldg. B, Geneva, IL 60134

**Office Information**

## COUNTY RECORDER

Sandy Wegman

**FOIA Officer:** [Lynda Fernow](#)

**Phone:** 630.232.5984

**Fax:** 630.232.5940

**Mail:** Freedom of Information Request, 719 S. Batavia Ave., Bldg. C, Geneva, IL 60134

**Office Information**

## REGIONAL OFFICE OF EDUCATION

Patricia dal Santo, Regional Superintendent

**FOIA Officer:** Phil Morris

**Mail:** Freedom of Information Request, 210 S. Sixth St., Geneva, IL 60134

**Office Information**

## COUNTY SHERIFF

Sheriff Donald E. Kramer

**FOIA Officer:** [Lieutenant Patrick Gengler](#)

**Phone:** 630.208.2002

**Fax:** 630.513.6984

**Mail:** Freedom of Information Request, 37W755 ILRte. 38, St. Charles, IL 60175

**Office Information**

## STATE'S ATTORNEY

Joseph McMahon

**FOIA Officer:** Joseph Lulves, Assistant State's Attorney

**Mail:** Freedom of Information Request, 100 S. Third St., Geneva, IL 60134

**Office Information**

## COUNTY TREASURER

David J. Rickert

**FOIA Officer: Gary Hopp**

**Phone:** 630.232.3565

**Mail:** Freedom of Information Request, 719 S. Batavia Ave., Bldg. A, Geneva, IL60134

**Office Information**