

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.
- 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.

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 at <http://www.IllinoisAttorneyGeneral.gov/government/index.html>

FREEDOM OF INFORMATION ACT (FOIA) INFORMATION

County Department FOIA Contact Information

Title / FOIA Officer Records Maintained	Email	Phone/Fax	Address
Development and Community Services			
Administrative Adjudication; Building Permits; Cable TV Franchises; Contracts; Bids; Economic Development; Grants; Violations; Zoning; Property Records for Permits, Tests, Wells & Septics; Zoning Board of Appeals; Historic Preservation Commission; Regional Planning Commission			
Elea Keriazakos		(630) 232-3487 Fax (630) 232-3411	719 Batavia Ave., Bldg. A, Geneva, IL 60134
Environmental and Water Resources			
Drainage Projects; Stormwater permits; Water Supply; Subdivision Plans; Solid Waste Plan; Site Development permits			
Courtney Meyer		(630) 444-3016 Fax (630) 232-3837	719 Batavia Ave., Bldg. A, Geneva, IL 60134
Finance Department			
Bid Documents; Budget Information; Financial Reports; Purchasing Information			
Erica Waggoner		(630) 208-5112 Fax (630) 208-5110	719 Batavia Ave., Bldg. A, Geneva, IL 60134
Public Health Department			
Animal Control; Dog Bite Investigations; Emergency Management; Environmental Assessments & Complaints; Restaurant Inspections; Communicable Disease Investigations; Well & Septic Inspections			
Susan Stack	StackSusan@co.kane.il.us	(630) 444-3098 Fax (630) 208-5147	1240 N. Highland Avenue, Suite 26, Aurora, IL 60506
Human Resources Management Department			
Insurance; Salary & Positions; Worker's Compensation			
Susan Brown		(630) 232-3560 Fax (630) 208-0116	719 Batavia Ave., Bldg. A, Geneva, IL 60134
Information Technology Department			
IT Contracts/Bids; GIS Data			
Roger Fahnestock		(630) 232-3571 Fax (630) 232-3579	719 Batavia Ave., Bldg. B, Geneva, IL 60134
KANECOMM			
911 Audio Recordings; Computer Aided Dispatch Records			
Michelle Guthrie		(630)-208-5345 Fax (630)-208-2047	Freedom of Information, 719 Batavia Ave., Bldg. C, Geneva, IL 60134
Supervisor of Assessments Office			

FREEDOM OF INFORMATION ACT (FOIA) INFORMATION

County Department FOIA Contact Information

Title / FOIA Officer Records Maintained	Email	Phone/Fax	Address
Board of Review Complaints; Exemption Certificates of Status; Model Home Applications; Real Estate Transfer Declarations; Sales Ratio Listings and Studies			
Mark Armstrong	ArmstrongMark@co.kane.il.us	(630) 208-3823 Fax (630) 208-5171	719 Batavia Ave., Bldg. C, Geneva, IL 60134

Division of Transportation

Permits; Right-of-Way; Traffic Data; Signals & Signs; Engineering Plans; Maintenance Records

The Kane County Division of Transportation has deployed various kinds of permanent cameras to enhance the operations of our roadways, typically these permanent cameras are integrated as part of signalized intersections. These cameras can only currently be utilized to view "real time" second by second video footage with no historical recordings. As such, Kane County has no video recordings to provide from cameras integrated as part of our Traffic Signal system

Lisa Stack	StackLisa@co.kane.il.us	(630) 584-1170 Fax (630) 584-5265	41W011 Burlington Road, St. Charles, IL 60175
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KCDEE

Office of Community Reinvestment

Building Management

Office of Emergency Management (OEM)

FREEDOM OF INFORMATION ACT (FOIA) INFORMATION

County Elected Office FOIA Contact Information

Title / FOIA Officer Records Maintained	Email	Phone	Address
Auditor Terry Hunt		(630) 208-3838	Freedom of Information Request, 719 Batavia Ave., Bldg. A, Geneva, IL 60134
Circuit Court Clerk Case file research/copy requests may be sent to research@co.kane.il.us in that same area. Records maintained: Public Court Records unless restricted or impounded by Statue or Court Order. Office not a FOIA office, falls under Judicial branch of government.			Freedom of Information Request, 540 S Randall Rd., St. Charles, IL, 60174
Coroner Karen Engh			Freedom of Information Request, 719 Batavia Ave., Bldg. E, Geneva, IL 60134
County Board Meeting Agendas & Minutes; Committee Information; County Board Member Information; resolutions/Ordinances Christie Duffy		(630) 208-5104 Fax (630) 232-9188	Freedom of Information Request, 719 Batavia Ave., Bldg. A, Geneva, IL 60134
County Clerk CountyClerkFoia@co.kane.il.us	CountyClerkFoia@co.kane.il.us		Freedom of Information Request, 719 Batavia Ave., Bldg. B, Geneva, IL 60134
Recorder David Scholes	FOIARequests@kanecountyrecorder.net	(630) 232-5935 Fax (630) 232-5940	Freedom of Information Request, 719 Batavia Ave., Bldg. C, Geneva, IL 60134
Regional Office of Education Phil Morris			Freedom of Information Request, 210 S. Sixth St., Geneva, IL 60134
Sheriff Craig Campbell, Director of Administration	CampbellCraig@co.kane.il.us	(630) 208-2001 Fax (630) 513-6984	Freedom of Information Request, 37W755 IL Rte. 38, St. Charles, IL 60175
State's Attorney Joseph Lulves, Assistant State's Attorney			Freedom of Information Request, 100 S. Third St., Geneva, IL 60134
Treasurer			

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County Elected Office FOIA Contact Information

Title / FOIA Officer Records Maintained	Email	Phone	Address
Gary Hopp		(630) 232-3565	Freedom of Information Request, 719 Batavia Ave., Bldg. A, Geneva, IL 60134