



Macoupin County ILLINOIS

FOIA Guide

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
- 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.

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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 January 2023

ANIMAL CONTROL

FOIA Officer: Julie Boehler
21640 Route 4 | PO Box 391 Carlinville, IL 62626
Telephone: 217.854.4024
E-mail: administrator@macoupincountyil.gov

CIRCUIT CLERK*

FOIA Officer: Lee Ross, Circuit Clerk
201 East Main Street | PO Box 197 Carlinville, IL 62626
Telephone: 217.854.3211 ext. 5028
Fax: 217.854.7361
E-mail: lee.ross@macoupincountyil.gov

CIRCUIT COURT*

FOIA Officer: Kenneth R. Deihl, Presiding Judge Courthouse
PO Box 673 Carlinville, IL 62626
Telephone: 217.854.3181
E-mail: ken.deihl@macoupincountyil.gov

CORONER

FOIA Officer: Anthony Kravanya, Coroner
308 N Main Benld, IL 62009
Office 618-372-8979
Office Fax 618-551-7251
email: coroner@macoupincountyil.gov

COUNTY BOARD

FOIA Officer: Pete Duncan, County Clerk
215 S. East St. Carlinville, IL 62626
Telephone: 217.854.3341 Fax: 217.854.6015
E-mail:

COUNTY CLERK, ELECTIONS & RECORDER OF DEEDS

FOIA Officer: Pete Duncan, County Clerk & Recorder or Donna Fritz
PO Box 107 Carlinville, IL 62626
Telephone: 217.854.3214 ext. 917
Fax: 217.854.7347
E-mail: pete.duncan@macoupincountyil.gov or donna.fritz@macoupincountyil.gov

EMERGENCY MANAGEMENT AGENCY

FOIA Officer: Susan M. Lewis EMA Coordinator
215 S. East St. STE 2 Carlinville, IL 62626
Phone 217-854-3135 EXT 3006
susan.lewis@macoupincountyil.gov

EMERGENCY TELEPHONE SYSTEM BOARD

FOIA Officer: Aaron Bishop
215 South East Street Carlinville, IL 62626
Telephone: 217.854.5459
E-mail: aaron.bishop@macoupincountyil.gov

HIGHWAY DEPARTMENT

FOIA Officer: Tom Reinhart
21480 Illinois 4 Carlinville, IL 62626
Telephone: 217.854.9713
Fax: 217.854.6861
E-mail: tom.reinhart@macoupincountyil.gov

PROBATION & COURT SERVICES DEPARTMENT

FOIA Officer: Corinne Briscoe, Chief Probation Officer
215 S. East St. Carlinville, IL 62626
Telephone: 217.854.4411
Fax: 217.854.3922
E-mail: cbriscoe@macoupincountyil.gov

PUBLIC DEFENDER'S OFFICE

FOIA Officer: Anne Clough, Chief Public Defender
PO Box 673 Carlinville, IL 62626
Telephone: 217.854.6634 ext. 5047
Fax: 217.854.3911
E-mail: anne.clough@macoupincountyil.gov

PUBLIC HEALTH DEPARTMENT

FOIA Officer: Christy Blank or Lori Sanson
205 Oakland Street Carlinville, IL 62626
Telephone: 217.930.2282 or 217.930.2283
Fax: 217.854.3225
E-mail: cblank@mcphd.net or lsanson@mcphd.net

REGIONAL OFFICE OF EDUCATION

FOIA Officer: Michelle Mueller, Regional Supt. or Chad Hoesman, Asst. Regional Supt.
225 East Nicholas Street Carlinville, IL 62626
Telephone: 217.854.4016
E-mail: mmueller@roe40.com

REGIONAL BOARD OF SCHOOL TRUSTEES

FOIA Officer: Michelle Mueller, Regional Supt. or Chad Hoesman, Asst. Regional Supt.
225 East Nicholas Street Carlinville, IL 62626
Telephone: 217.854.4016
E-mail: mmueller@roe40.com

SHERIFF'S OFFICE

FOIA Officer: Kim Dugan or Michelle Rhodes
215 S East Street Carlinville, IL 62626
Telephone: 217.854.3135
Fax: 217.854.8477
E-mail: kimberly.dugan@macoupincountyil.gov or michelle.rhodes@macoupincountyil.gov

STATE'S ATTORNEY'S OFFICE

FOIA Officer: Jordan Garrison, State's Attorney
P.O. Box 287, Carlinville, IL 62626
Telephone: 217.854.6101
Fax: 217.854.5001
E-mail: macoupinsao@gmail.com

SUPERVISOR OF ASSESSMENTS OFFICE

FOIA Officer: John Bresnan
P.O. Box 15, Carlinville, IL 62626
Telephone: 217.854.8281
Email: jbresnan@macoupincountyil.gov

TREASURER'S OFFICE

FOIA Officer: L. Amber McGartland, County Treasurer
PO Box 20 Carlinville, IL 62626
Telephone: 217.854.4014
Fax: 217.854.8461
E-mail: amber.mcgartland@macoupincountyil.gov

** The Circuit Courts, including the Circuit Clerk's office, is not a FOIA office as in Illinois, the Freedom of Information Act only applies to the Legislative and Executive branches of government and does not apply to the Judicial Branch, 5 ILCS 140/2(a). Our records are open to the public, unless restricted by Statute or impounded by a Court Order. Requests for copies may be emailed to lee.ross@macoupincountyil.gov. You may also come to the office and request copies. Statutory fees apply."

MACOUPIN COUNTY FREEDOM OF INFORMATION REQUEST FORM

Note to requestor: This is a sample form. While helpful, it is not required that your request be made with this form. Please retain a copy of your request for your files.

Request submitted to: insert appropriate information

Date Requested: _____

Request submitted by: ____ (Email) ____ (U.S. Mail) ____ (Fax) ____ (In Person)

Name of requestor:

Street Address: _____

City/State/Zip (required): _____

Telephone (Optional): _____ Email (Optional): _____

Fax (Optional): _____

Records requested: (Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages if necessary).

Do you want copies of the documents? YES or NO

- Do you want electronic or paper copies? _____
- If you want electronic copies, in what format? _____

Is this request for a commercial purpose? YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).