



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.

TABLE OF CONTENTS

How to File a Freedom of Information Request Form	2
List of Freedom of Information Officers for Each County Office/Department	3
Freedom of Information Act Request Form	6
Where to Find Records Online Without A FOIA Request	8
Elected and Administrative Officials	8
County Board Meeting Information.....	8
Budget Information.....	8
Audit Information	8
Expenditure Data	8
Salary and Benefit Information.....	9
Contracts Information.....	9
Tax and Fee Information	9
County Clerk & Recorder Office Records.....	9
Zoning, Licenses, and Permits.....	10
Various Board Records.....	10

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 2025

ANIMAL CONTROL

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

CIRCUIT CLERK*

FOIA Officer: Amy Ashby, Circuit Clerk
201 East Main Street | PO Box 197 Carlinville, IL 62626
Telephone: 217.854.3211 ext. 5028
Fax: 217.854.7361
E-mail: amy.ashby@macoupincountyil.gov

CIRCUIT COURT*

FOIA Officer: Thomas D. Denby, Presiding Judge Courthouse
PO Box 673 Carlinville, IL 62626
Telephone: 217.854.3181
E-mail: tom.denby@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. 5039
Fax: 217.716.2306
E-mail: aclough@macoupincountypdil.gov

PUBLIC HEALTH DEPARTMENT

FOIA Officer: Christy Blank or Lori Sanson
205 Oakland Street Carlinville, IL 62626
Telephone: 217.854.3223
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 or choesman@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: sao@macoupincountyil.gov

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)).

Where to Find Records Online Without A FOIA Request

Elected and Administrative Officials

- **County Board Contact Information**
 - County Board members contact information can be found online at <https://macoupincountyil.gov/wp-content/uploads/2020/12/2024boardcontactinfo.pdf>
- County Elected Officials and Department Heads Contact Information
- **All Elected Officials Throughout the County Contact Information**
 - Contact information for all elected officials representing Macoupin County can be found online at <https://www.macoupinvotes.gov/election-results/elected-officials/#ElectedOfficials>

County Board Meeting Information

- **County Board Agendas & Packets**
 - County Board meeting agendas and packets can be found online at <https://www.macoupinminutes.com/>.
- **County Board Minutes**
 - County Board minutes can be found online at <https://www.macoupinminutes.com/>. Please remember Board minutes are not available until approved at the next meeting.
- **County Resolutions**
 - Copies of all resolutions approved by the Board going back to 1972 can be found online at <https://www.macoupincode.com/resolutions.html>
- **County Code of Ordinances**
 - Copies of all ordinances adopted since 2003 can be found online at <https://www.macoupincode.com/ordinances.html>. Ordinances adopted before 2003 were filed in as resolutions.

Budget Information

- **County Budgets for All Funds**
 - All County budget books beginning with fiscal year 2013-2014 are available at <https://macoupincountyil.gov/transparency/>.
- **County Budget Visualization Tool**
 - The County Budget Visualization Tool with data going back to fiscal year 1994-1995 is available at <https://macoupinbudget.com/>.

Audit Information

- **County Audits**
 - County audit reports dating back to 1918 can be found online at https://data.macoupincountyil.gov/County-Board-Records/Audits/72at-ckwy/data_preview

Expenditure Data

- **County Checkbook Information of List of Bills Paid**
 - The online checkbook for all checks cut from September 1, 2023 through the last business day is available at <https://macoupincountyil-v2.spending.socrata.com/>
 - The online checkbook for all checks cut from September 1, 2005 through August 31, 2022 is available at <https://macoupincountyil-v2.spending.socrata.com/>
 - **NOTE:** All payments processed through the County Clerk's financial system are included in the Checkbook. For example, the County Clerk's office does not pay the Health Department's bills, so all payments made by the Health Department are not included.

Additionally, any special funds not handled by the County Clerk's office are not included. While an overwhelming majority of funds in the County are processed through the County Clerk's office, any funds not handled by the Clerk would require checking with the respective department head or Elected Official for more information.

MacoupinCheckbook also does not include any funds such as trusts or pass through accounts. Again, interested individuals would need to check with the respective official or department head for more information on those funds. Finally, permanent salaries are not included in MacoupinCheckbook nor or individual benefits.

- **Board Claims and Officers Report - Monthly**
 - The required employee compensation report can be found each year in the budget book which can be found online at https://data.macoupincountyil.gov/County-Board-Records/Monthly-Board-Checkbook-Summaries/4b78-sjxk/data_preview

Salary and Benefit Information

- **Payroll Records**
 - All salary, benefit, and overtime information for all employees paid by the County Clerk's office from January 1, 2006 through the present can be found online at <https://macoupincountyil.payroll.socrata.com/>
- **Open Meetings Act-Employee Compensation Report**
 - The required employee compensation report can be found each year in the budget book which can be found online at <https://macoupincountyil.gov/transparency/>

Contracts Information

- **County Contracts**
 - Per Resolution 2011.25, all contracts approved by the County Board are to be posted online. All required contracts on file in the County Clerk's office per that resolution, as well as all contracts for the County Clerk's office, are available online at https://data.macoupincountyil.gov/County-Board-Records/County-Contracts/h3gr-gny3/data_preview

Tax and Fee Information

- **Property Tax District Levies & Extension Records**
 - Property tax district extension reports going back to 1996 can be found online at https://macoupincountyclerk.com/macoupin_county_clerk/tax_extensions.php
- **Tax Redemption Records**
 - All tax redemption information going back to 2014 payable 2015 can be found online at <https://macoupinil.devnetwedge.com/>

County Clerk & Recorder Office Records

- **Birth, Death & Marriage Record Indexes**
 - Most birth, death, and marriage records are exempt from FOIA due to personal identification information. The index information that is available for the public to see can be found at https://macoupincountyclerk.com/vital_records/genealogy_records.php
- **Mine Permit and Applications**
 - All mine permit and applications filed with the state and required to be kept at the County Clerk's office can be found online at

https://macoupincountyclerk.com/clerk_extensions/mine_documents_maps_and_permits.php

- **Economic Interest Statements**
 - All economic interest statements filed with the County Clerk's office since 2023 can be found online at <https://sei.macoupincountyil.gov/public-search/>
- **Assumed Name Business Licenses**
 - All assumed name businesses on file with the County Clerk's office from 1989 through the end of the last calendar year can be found online at https://data.macoupincountyil.gov/Business-and-Economic-Development/Assumed-Name-Business-Licenses/38mn-ebhr/data_preview
- **Election Results**
 - Election night results can be found online going back to the November 2012 Election at <https://results.enr.clarityelections.com/IL/Macoupin/>
 - The county also has a searchable election night result database for all elections going back to 1938 can be found online at <https://pastresults.macoupinvotes.gov/eng/>
- **Recorded Documents**
 - All publicly recorded documents from 2001 to the present can be found online at <https://selfservice.macoupincountyil.gov/web/> (You will need an account and at least one day subscription)
 - All publicly recorded documents from 1829 to 2000 can be found using our online index book system at <https://recordhub.cottsystems.com/> (Index books are free, you will need an account and at least a one day subscription for documents)
 - All plats and surveys recorded before 2001 can be found online at <https://macoupincountyil.documents-on-demand.com/>
- **Military Discharges (DD-214)**
 - Most military discharges are exempt from FOIA due to personal identification information. The publicly available data can be found online at https://macoupincountyclerk.com/county_clerk_s_office/military_discharge_records.php

Zoning, Licenses, and Permits

- Macoupin County has no zoning for unincorporated portions of the county and can produce no records for those properties regarding zoning. For properties inside city or village limits, you would need to reach out to the city or village office.
- Macoupin County has no building permits outside of a permit for new construction with the installation of a septic tank. Those permits are submitted to the GIS Manager.

Various Board Records

- The Local Government Decennial Committee Reports submitted to the Board can be found online at <https://macoupincountyil.gov/local-government-decennial-committee-reports/>
- The audits submitted by special service areas to the County Board can be found online at <https://macoupincountyil.gov/special-service-area-audits/>
- Copies of the county ground leases can be found online at https://data.macoupincountyil.gov/County-Board-Records/County-Ground-Lease/qc83-wpep/data_preview