

## **Chapter 60**

### **RECORDS**

**[HISTORY: Adopted by the Board of Trustees of the Village of Port Byron 12-13-2004 by Ord. No. 041312B (Title 1, Ch. 1, Art. 5, of the 1993 Code). Amendments noted where applicable.]**

#### **§ 60-1. Officials designated to receive records access requests.**

The Village Clerk is hereby designated as the person to whom all initial requests for access to the records of the Village are to be referred. Such requests are to be made at the offices of the Village of Port Byron, Illinois, between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday. In the event that the Village Clerk is not available during the times described above, the Deputy Village Clerk is designated as the person to whom such initial requests are to be made.

#### **§ 60-2. Retrieval of records requested under Freedom of Information Act.**

Any records which are the subject of a request under the Freedom of Information Act (5 ILCS 140/1 et seq.) shall be retrieved from such place as they are stored by the Village Clerk or the Deputy Village Clerk, or by an employee of the Village acting under the direction of the Clerk or Deputy Clerk. In no event shall records be retrieved by the party requesting them or by any person who is not employed by the Village.

#### **§ 60-3. Fees for copies of records.**

If copies of records are requested, the fees for such copies, whether certified or not, shall be as determined from time to time by the Village Clerk. The Village Clerk shall maintain a written schedule of current fees in the Clerk's office. The fees so charged shall reflect the actual cost of copying the records and the cost of certifying copies, if certification is requested.

#### **§ 60-4. Denial of requests; appeals.<sup>1</sup>**

In the event that a request to inspect Village records is denied by the Village Clerk or the Deputy Village Clerk, the denial may be appealed to the Village President. Such an appeal must be made within 14 days after the requesting party receives the written notice denying said request or, in the event that the denial is not by letter, the appeal must be made 14 days after the request is effectively denied. In the absence of the Village

---

<sup>1</sup>. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. VI).

President, appeals from denials of requests for access shall be made to the Village Clerk in the times set forth above.<sup>2</sup>

---

<sup>2</sup>. Editor's Note: Original ordinance Section 5, referencing Exhibits A, B, C and D, which immediately followed this section, was repealed at time of adoption of Code (see Ch. 1, General Provisions, Art. VI).