

Springfield-Sangamon County Regional Planning Commission & Citizens' Efficiency Commission for Sangamon County

May 2016

CONCERNING FREEDOM OF INFORMATION ACT REQUESTS

The information provided here is intended to help ensure the SSCRPC's compliance with the Illinois Freedom of Information Act pursuant to changes in the Act effective January 1, 2010

The SSCRPC has also elected to act as FOI contact for the Citizens' Efficiency Commission (CEC) for Sangamon County, so requests for information from this group may be submitted to the SSCRPC as well.

The SSCRPC no longer acts as FOIA Officer for the Sangamon County Zoning Office. FOIA requests related to zoning matters should be addressed directly to that office.

Questions concerning the Illinois Freedom of Information Act itself should be addressed to the Illinois Attorney General's Office,
500 South 2nd St.,
Springfield, IL 62706.
Phone:
(217) 558-0486.
Email:
publicaccess@atg.state.il.us.

MAIN OFFICE

The main office of the Springfield-Sangamon County Regional Planning Commission (SSCRPC) is Room 212 of the Sangamon County Complex, 200 South 9th Street, Springfield, IL 62701-1629.

MISSION

The mission of the (SSCRPC) is to provide the professional expertise and objective analysis that communities in Sangamon County need to assess their opportunities, sharpen their visions, and design the strategies needed to achieve them.

FREEDOM OF INFORMATION (FOI) OFFICER

The SSCRPC freedom of information officer is Executive Director Norm Sims. Mr. Sims also serves in this capacity for the Citizens' Efficiency Commission. The assistant freedom of information officer is Assistant Director Molly Berns. Both are located in Room 212, Sangamon County Complex, 200 South 9th Street, Springfield, IL 62701-1629.

OTHER LOCATIONS

There are no other locations for the SSCRPC other than that noted above.

BUDGET

The SSCRPC's approved budget for the current fiscal year is \$1,163,845. The Citizens' Efficiency Commission (CEC) is an unbudgeted body, independent of the SSCRPC.

EMPLOYEES

The SSCRPC currently has 12 full-time employees.

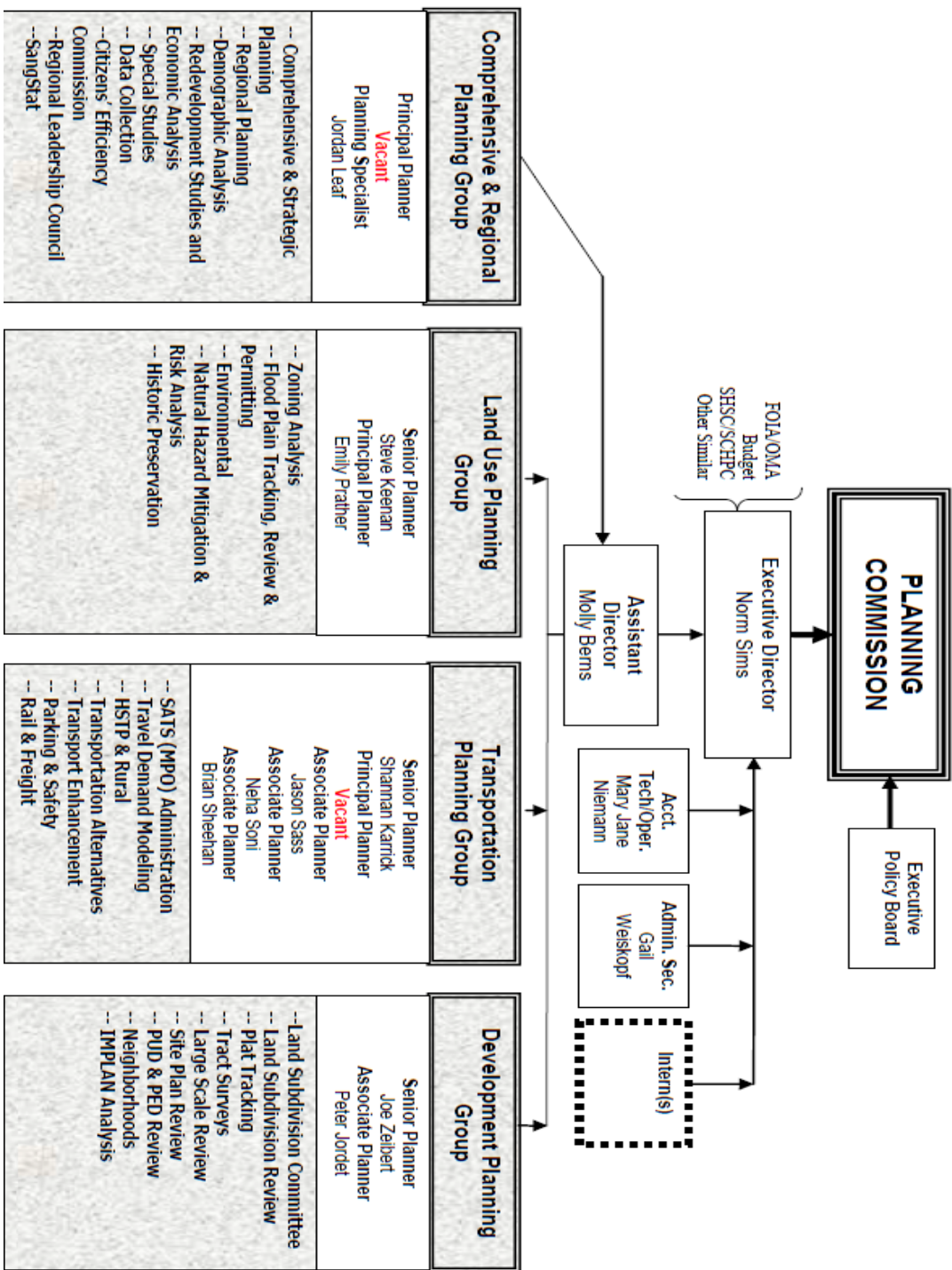
FOI PROCEDURES

Interested parties should make FOI requests to the SSCRPC and the CEC, in writing. In-person and mailed requests should be made at Room 212, Sangamon County Complex, 200 South 9th St., Springfield, IL 62701. Requests may be faxed to 217-535-3111; please put "Attention FOI Request" in the subject line to help speed handling. Requests by email can be sent to sscrpc@co.sangamon.il.us; again, please put "Attention FOI Request" in the subject line to help speed handling.

SSCRPC OVERSIGHT

The SSCRPC is governed by a 17 member board that includes representatives from the Sangamon County Board, Springfield City Council, special units of government, and 6 appointed citizens from the city and county. The Commission's Executive Director is appointed by the Executive Policy Board of the Commission and confirmed by the Sangamon County Board. The Commission's budget is recommended by the Executive Policy Board and approved by the Sangamon County Board. The Citizens' Efficiency Commission is an independent body established by referendum in Nov. 2010 and acting under its own bylaws.

SPRINGFIELD-SANGAMON COUNTY
REGIONAL PLANNING COMMISSION
PROGRAM & ORGANIZATIONAL
STRUCTURE





Springfield-Sangamon County Regional Planning Commission (SSCRPC)

FREEDOM OF INFORMATION**Request for Examination or Copy of Records**

Please Note: This form is provided as a courtesy to those seeking records from the SSCRPC under the Illinois Freedom of Information Act (FOIA). It is not required for a FOIA request, however the SSCRPC asks that FOIA requests be submitted in writing. If choosing to use this form to make an FOIA request, please print legibly.

REQUESTOR'S INFORMATIONDate of your request: _____ Related to: ☐ SSCRPC ☐ CEC

Name: _____

Telephone #: _____ Address: _____

City, State and Zip Code: _____

I am requesting the following record(s) for inspection / copying* (attach additional pages as necessary):

*There is a \$.15 charge per page for all pages over 50 and \$.15 per page for color copies, when available. (Price may vary). Additional charges may be required for over-sized documents.

**Should your request be denied in full or in part, you will be notified by separate letter.
If so, the information on the reverse of this form may be applicable.**

PLEASE NOTE: Due to the transfer of the Zoning Office, FOI requests related to **zoning matters** should be addressed to that Office rather than the SSCRPC. This will help expedite a response.

Springfield-Sangamon
County Regional Planning
Commission & Citizens'
Efficiency Commission for
Sangamon County

200 South 9th St., Room 212
Springfield, IL 62701-1629

Phone: 217-535-3110
Fax: 217-535-3111
E-mail: sscrpc@co.sangamon.il.us



REQUEST FOR REVIEW OF DECISION

If your request for records is denied, in-whole or in-part, you have the right to appeal this decision to:

**Illinois Attorney General's Office
Public Access Review:**

**500 S. 2nd Street
Springfield, Illinois 62706
217/558-0486**

publicaccess@atg.state.il.us

You may also appeal your denial through the Sangamon County Circuit Court.

TO BE COMPLETED BY SSCRPC STAFF:

- 1. Date request received at SSCRPC:** _____
- 2. Name of Person who received the request at SSCRPC:** _____
- 3. Date response is due:** _____
- 4. Related to:** ☐ SSCRPC ☐ Dept. of Zoning ☐ Citizens' Efficiency Commission for Sangamon County

Response to Information Request

Date of compliance with request: _____ **By:** _____

Date of time extension agreement: _____ **By:** _____

Qualified or Exempt Response: _____