

January 2012

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) of Sangamon County, so requests for information from this group may be submitted to the SSCRPC as well.

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.

PLEASE NOTE: Due to the transfer of Building Safety responsibilities from the Zoning Department to the Sangamon County Department of Public Health (DPH), FOI requests related to Building Safety-related matters should be addressed to Building Safety at the Department of Public Health rather than the Dept. of Zoning or SSCRPC. This will help expedite a response.

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 and Zoning Dept.'s 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 Senior Planner Molly Berns. Both are located in Room 212, Sangamon County Complex, 200 South 9th Street, Springfield, IL 62701-1629.

OTHER LOCATIONS

The Sangamon County Zoning Dept., which reports to the SSCRPC Executive Director, is located in Room 213, Sangamon County Complex, 200 South 9th Street, Springfield, IL 62701-1629.

BUDGET

The SSCRPC's approved budget for the current fiscal year is \$1,220,785. The Sangamon County Zoning Dept.'s budget is \$236,919. The Citizens' Efficiency Commission is an unbudgeted body, independent of the SSCRPC.

EMPLOYEES

The SSCRPC currently has 13 full-time employees, and the Dept. of Zoning has four.

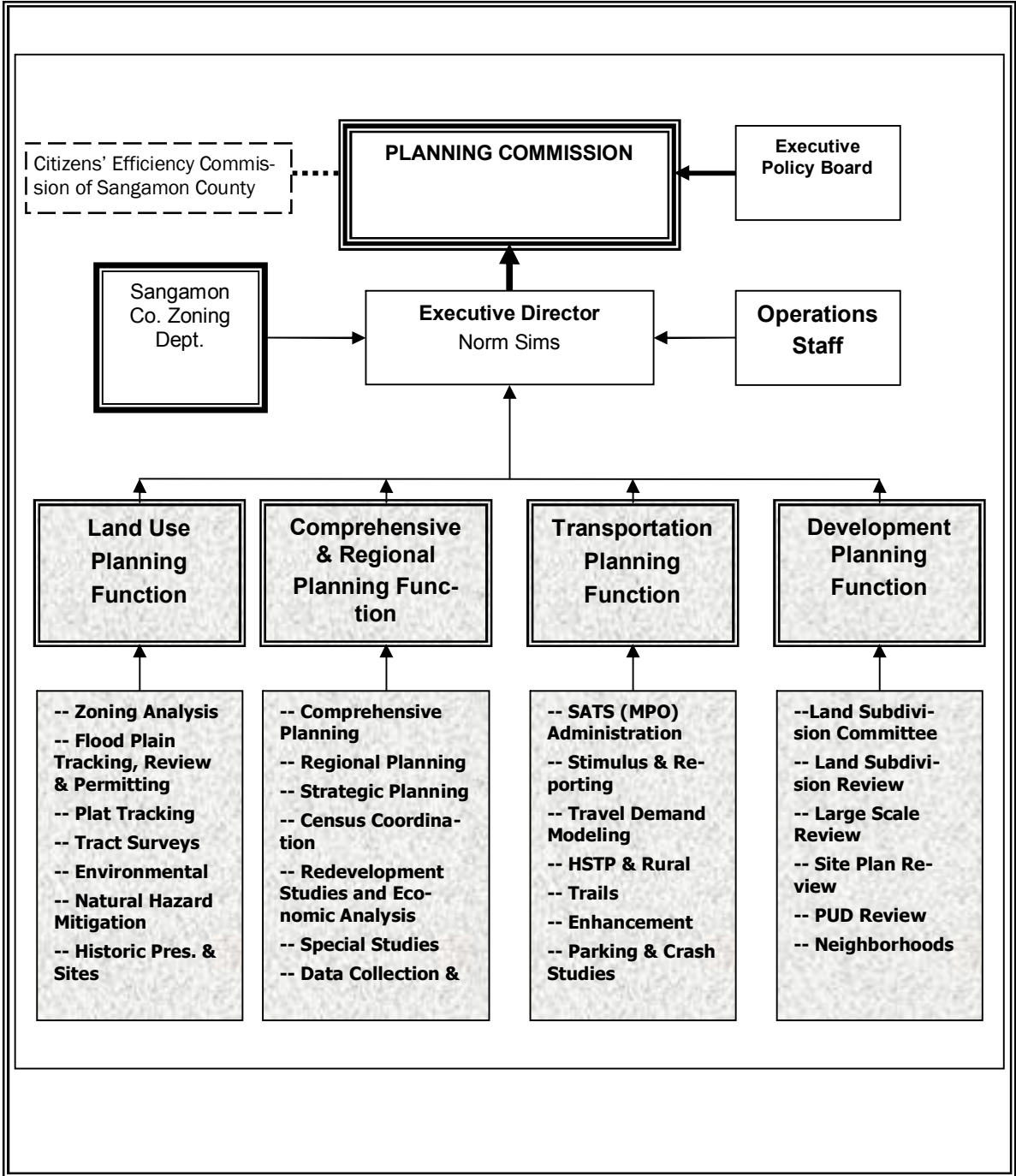
FOI PROCEDURES

Interested parties should make FOI requests to both the SSCRPC and the Dept. of Zoning, as well as 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 Sangamon County Dept. of Zoning reports to the Commission's Executive Director. 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 INFORMATION

Date of your request: _____ Related to: SSCRPC Dept. of Zoning CEC

Name: _____

Telephone #: _____ Address: _____

City, State and Zip Code: _____

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

[Large dashed rectangular box for providing details of the records requested]

*There is a \$.15 charge per page for all pages over 50 and \$.15 per page for color copies, when available. (Price may vary)

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 Building Safety responsibilities from the Zoning Department to the Sangamon County Department of Public Health, FOI requests related to Building Safety matters should be addressed to Building Safety at the Sangamon County Department of Public Health rather than the Dept. of Zoning or SSCRPC. This will help expedite a response as neither the SSCRPC or the Zoning Dept. have access to Building Safety records.

Springfield-Sangamon
County Regional Planning
Commission, Sangamon
County Dept. of Zoning, &
Citizens' Efficiency
Commission of 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 [] CEC

Response to Information Request

Date of compliance with request: _____ By: _____

Date of time extension agreement: _____ By: _____

Qualified or Exempt Response: _____