

Freedom of Information Act



**How to Request
Information and Public Records
From the Secretary of State's Office**

2002 Edition

**JESSE WHITE
Secretary of State**

MESSAGE FROM SECRETARY OF STATE JESSE WHITE

A well-informed public ensures a free, open and responsive government. The public's right to know is a basic tenet of democracy that sets us apart from other forms of government.

The Illinois Freedom of Information (FOI) Act states that all persons are entitled to access public information about governmental affairs, official acts and policies. The Act also requires each public body to maintain a current listing of public records under its control. I am pleased to provide this information for the Secretary of State's office in this booklet.

For your convenience, a list of public records is provided for each department, which are available for copying or inspection. In addition, a contact person and address have been provided for each department, as well as appeal procedures should you believe your request was improperly denied.

With this booklet, I hope to make available full and complete information about the Office of the Secretary of State to the people of Illinois.

Sincerely,

A handwritten signature in black ink that reads "Jesse White". The signature is written in a cursive, flowing style.

JESSE WHITE
Secretary of State

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Printed by authority of the State of Illinois
August 2002 — 500 — GA-941 — EX-1.1

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HOW TO REQUEST PUBLIC RECORDS UNDER THE FREEDOM OF INFORMATION (FOI) ACT FROM THE OFFICE OF THE SECRETARY OF STATE

1. Who can request public records under the FOI Act?

Any individual, corporation or organization, acting individually or as a group, may request public records from the Secretary of State's office under the FOI Act.

2. Does the FOI Act apply to all government agencies?

Yes. In the Secretary of State's office, this includes the office's 18 departments and all advisory committees.

3. What public records are covered by the FOI Act?

The FOI Act defines "public record" as "all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form" The act further defines "public records" to include:

- Administrative manuals, procedural rules
- Final opinions and orders in the adjudication of cases
- Substantive rules
- Final planning policies
- Factual reports and inspection reports
- Applications for any contract, permit, grant or agreement
- Names, salaries, titles and dates of employment of all employees and officials
- Reports, documents, studies prepared by independent consultants

However, the law also lists a number of categories of records that are exempt from disclosure under the FOI Act. These *exemptions* fall into four broad categories:

- Records that would result in an unwarranted invasion of personal privacy, including personnel files and information.
- Investigative reports compiled for law enforcement purposes.
- Preliminary drafts, notes or memoranda created during the formation of policy.
- Documents that would result in private gain or public loss, such as the test questions or scoring key for driver's license examinations.

4. How do I submit a request for public records under the FOI Act?

- All requests for records are to be made in writing. Requesters may, but are not required to, utilize the forms as provided by the Secretary of State. (See form on page 28.)
- Requests should be mailed to the department in the Secretary of State's office that maintains the records you wish to inspect. This booklet contains the name of the person and the address to which FOI requests should be addressed.
- It is very important that the records being requested be described as specifically and completely as possible.
- Requesters who wish to obtain copies of public records will be charged at least 50 cents per page. Fees for certain records, such as information on vehicle registrations, driver's licenses and corporations, are established by other state statutes. These fees are available on the list of records for each department.
- The Secretary of State or a department director who has custody of a requested record may determine that due to the bulk, daily governmental use, size, nature or computerization of a record it must be inspected at the site of the department maintaining the record.
- Public records may also be inspected between 8:30 a.m. and 4:30 p.m., Monday through Friday, except during office holidays. To inspect records during these hours, you must make arrangements with the department in advance.

5. How long will it take to receive records requested under the FOI Act?

A governmental agency must respond to a FOI Act request for public records within **seven** business days after its receipt. The agency may respond that it needs an additional seven working days to provide the requested records for any of the following reasons:

- Records are stored in another location.
- A substantial number of records must be collected to fill the request.
- An extensive search is required to provide the requested records.
- The records have not been located, and efforts are being made to locate them.
- The requested records must be examined to determine if all or part of the material is exempt from disclosure under the FOI Act.
- The request for records cannot be compiled within the specific time limits without unduly interfering with the operations of the agency.
- The agency must consult with one or more additional governmental agencies that have a substantial interest in the records being requested.

If the request is approved, the requester will be notified by letter of the charge for copying the record. The appropriate fees must be remitted to the Secretary of State’s office **before** copies of the requested records will be provided.

6. What if my FOI request for public records is denied?

If the director of a department determines that a requested record is exempt from disclosure under the FOI Act, the requester will be notified in writing within seven working days after receipt of the request.

A denial may be appealed. Appeals shall contain a copy of the original request, a copy of the denial received by the requester and a statement of the reasons the appeal should be granted. Appeals should be addressed to:

Secretary of State
213 State Capitol
Springfield, IL 62756

Once a denial has been appealed, the requester will be notified in writing within seven working days whether the appeal has resulted in disclosure of the records or denial. If the request is denied by the Secretary of State, it may be appealed to the circuit court either in Sangamon County or in the county in which the requester resides.

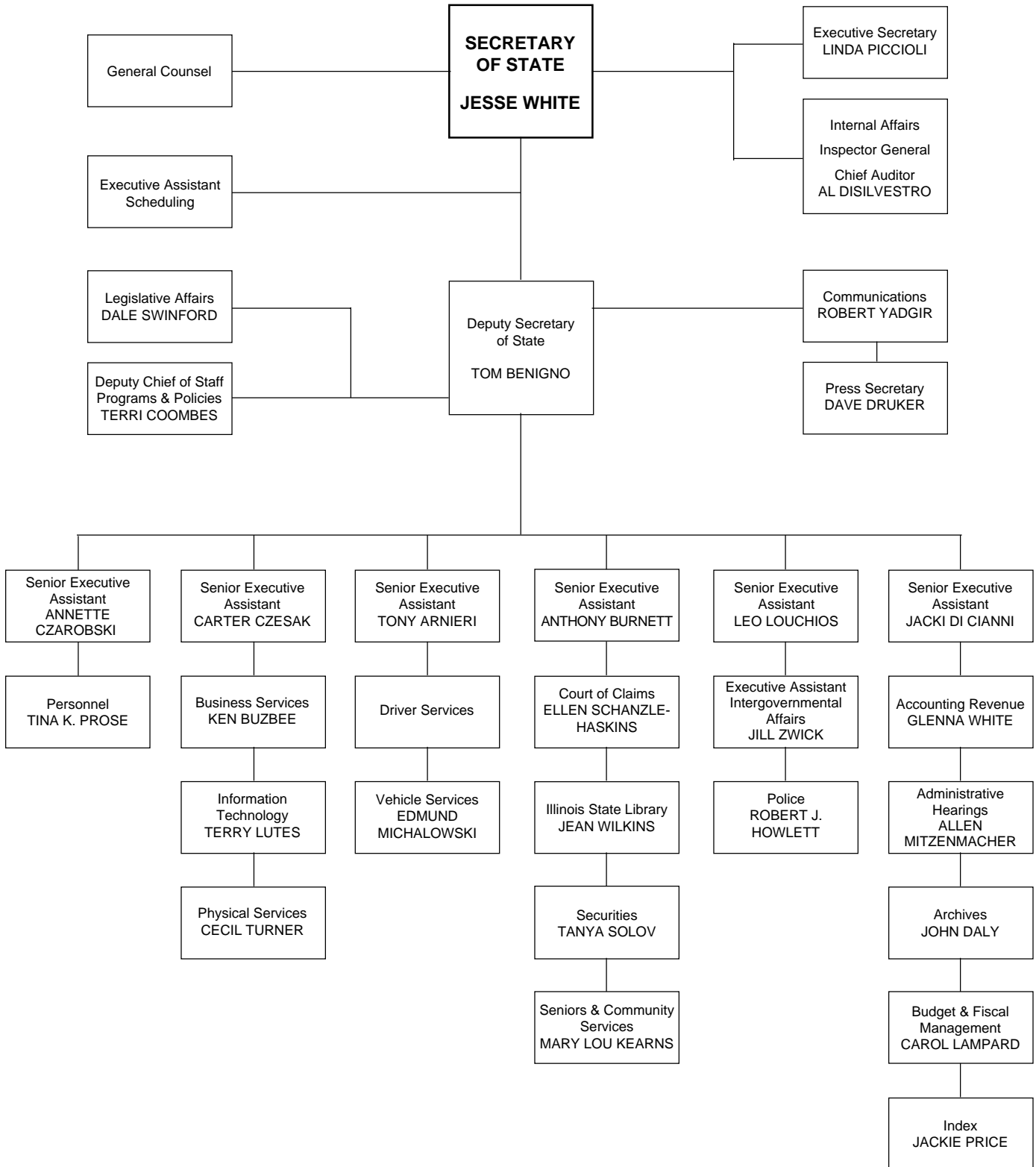
7. What if the public records I am requesting are stored on a computer?

Public records stored electronically will be provided in a format to be determined by the departmental FOI officer in cooperation with the requester. To request electronic files, mark on the FOI request form (sample in back of book) the format (tape, floppy disk, etc.) and the specific information sought. The FOI officer then will determine if that format, or any other electronic format, is available and the costs to obtain it.

8. How long does the Secretary of State’s office keep a public record?

The office preserves a public record for a length of time determined by the State Records Commission. At the end of that time, the record is either transferred to the State Archives or disposed of, depending on its importance and historical value.

OFFICE OF THE SECRETARY OF STATE



OFFICE OF THE SECRETARY OF STATE

The Office of the Secretary of State has a wide range of administrative and enforcement duties, including registering and titling motor vehicles, issuing license plates and renewal stickers, examining drivers and issuing driver's licenses, maintaining driver records, and administering and enforcing safety and financial responsibility laws.

The Secretary of State also serves as State Librarian, overseeing the Illinois State Library and a network of 12 regional library systems, including public, school, academic and special libraries. The Illinois State Archives maintains state records of permanent legal or historical value. The Secretary of State serves as the State Archivist.

The office also is responsible for registering and maintaining records of all corporations conducting business in Illinois; issuing corporate charters and certificates of authority; registering securities dealers, agents and investment advisers; regulating the sale of securities issues; and enforcing the Illinois Securities Act. The office also registers trademarks and notaries public and administers the Lobbyist Registration Act.

The Secretary of State's office has its principal administrative offices at the following address:

Office of the Secretary of State
213 State Capitol
Springfield, IL 62706

An administrative office also is located in Chicago:

Office of the Secretary of State
State of Illinois Center
100 W. Randolph, 5th Floor
Chicago, IL 60601

The office also maintains 113 full-time and 23 part-time Driver Services facilities across the state. For information on the location of a particular facility, contact:

Office of the Secretary of State
Driver Services Department
2701 S. Dirksen Parkway
Springfield, IL 62723

Following is a list of advisory boards and committees appointed by the Secretary of State:

1. Antique Vehicle Show & Sports Car Meet Advisory Committee
2. Automotive Repair Industry Advisory Committee
3. Automobile Dealers Advisory Committee
4. Automobile Recyclers Advisory Board
5. Business Corporations Act Advisory Committee
6. Advisory Council Concerned with Enforcement of the Secretary of State's Parking Program for Persons with Disabilities
7. Driver's License Medical Advisory Board
8. Ethics Commission
9. Illinois Literacy Advisory Board
10. Illinois Literacy Foundation
11. Illinois State Library Advisory Committee
12. Illinois State Archives Advisory Committee
13. Merit Commission
14. Motor Vehicle Review Board
15. Senior Citizen Advisory Committee
16. Veterans Advisory Committee
17. Committee on 100 Outstanding Women in Illinois

18. Motor Voter Advisory Committee
19. Organ/Tissue Donor Advisory Panel
20. Highway Safety 2000 Advisory Committee
21. Labor Advisory Board
22. Truckers Advisory Board

Freedom of Information Contacts

Requests for public records filed under the Illinois Freedom of Information Act should be addressed to the departmental FOI officer listed in the following sections.

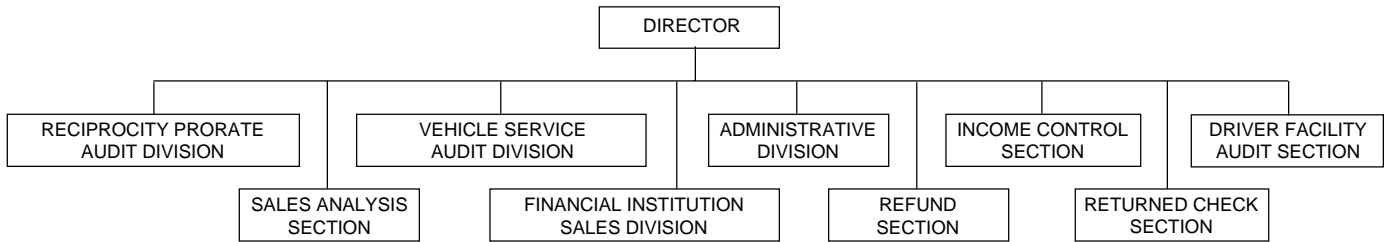
FEES FOR PUBLIC RECORDS PROVIDED UNDER THE FOI ACT

There is a minimum charge of 50 cents per page for copying any records 8 1/2" x 11" in size, and \$1 per page for copying material larger than 8 1/2" X 11" in size, under the FOI Act unless the record is covered by another statute that sets different fees. Certification under the FOI Act is \$2 per document. For additional information on fees for specific public records provided by the Secretary of State's office, refer to the department that maintains the record.

The cost of any transcript of an administrative hearing is the lowest per-page cost of a transcript paid by the Office of the Secretary of State in the hearing location. If transcribed by a commercial court reporter, the actual cost to the Secretary of State shall be charged to the requester.

Requests for a waiver or reduction of any fee pursuant to the Freedom of Information Act shall be directed to the director or FOI officer of the department maintaining the record.

ACCOUNTING REVENUE DEPARTMENT



The Accounting Revenue Department collects for deposit with the State Treasurer all funds received by the Office of the Secretary of State, directs the financial institutions sales program for license plates, and performs audits pursuant to the *Illinois Vehicle Code*.

Requests for public records maintained by the Accounting Revenue Department should be submitted to:

Mary Price
Freedom of Information Officer
Accounting Revenue Department
248 Howlett Building
Springfield, IL 62756

Fees for Public Records Requested under the FOI Act

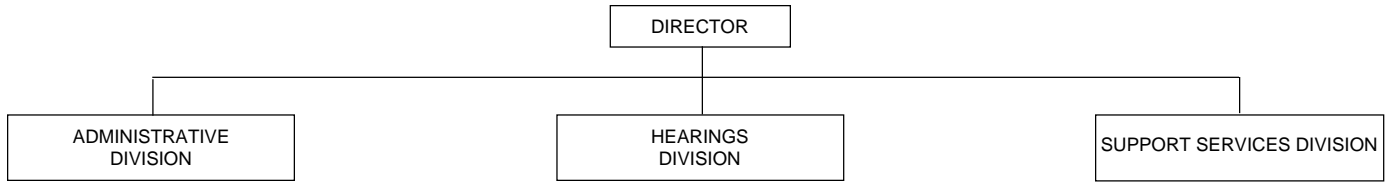
Uncertified copies of documents \$.50 per page
 Certified copies of documents: \$2 for certification and \$.50 per page

Records — Accounting Revenue Department

	Dates Available
Accounting Records	
General Ledger	FY60*
Audit Records	
Registered Prorate Carriers in Illinois	FY84
Registered IRP Carriers in Illinois	FY85
Carrier Daily Audits	FY85
Contracts	FY85
Financial Records	
Secretary of State's Financial Statement	FY73
Deposit Summary (Cash Receipts)	FY86
Financial Statement and Accountants' Report	FY80
Summation of Fees Collected Report	FY80
Generally Accepted Accounting Principles Report	FY80
Inventory Records	FY84
Manuals	
Procedural	FY89
Class Code Current Year	FY90
Refund Records	FY86
Returned Checks Records	
Open Account	FY70
Closed Accounts	FY87
Statistical Reports	
County Stats	FY11
Sales Analysis	FY79

*Indicates fiscal year (FY) from which, to present, records are available. -6-

ADMINISTRATIVE HEARINGS DEPARTMENT



The Administrative Hearings Department provides technical advice and assistance for the interpretation and administration of the provisions of the *Illinois Vehicle Code*.

Requests for public records maintained by the Administrative Hearings Department should be submitted to:

Connie Herndon
 Freedom of Information Officer
 Administrative Hearings Department
 200 Howlett Building
 Springfield, IL 62756

Fees for Public Records Requested under the FOI Act

Certification of document	\$2
Transcription of formal hearings (minimum)	\$2.25 per page
Deposit required for transcripts (minimum fee)	\$25
Copies of documents	
Not exceeding Legal size	\$.50
Exceeding legal size	\$1 per page
Copies of taped hearings	blank cassette plus \$10 fee

Records — Administrative Hearings Department

Dates Available

Formal Hearings — Driver's License

Formal Files	10 years from date of decision
Taped Hearings Proceedings	6 months from hearing date
Restricted Driving Permit	75 years on microfilm
Alias Summons Files	5 years from date of acceptance
General Correspondence/Public Inquiries	2 years from date of correspondence

Formal Hearings Files — Non-Driver's License

Truck Registration	10 years from date of decision
Truck Audit	10 years from date of decision
Motor Vehicle Dealerships	10 years from date of decision
Title/Plate Revocations	10 years from date of decision
Remittance Agent	10 years from date of decision
Motor Vehicle Review Board	10 years from date of decision

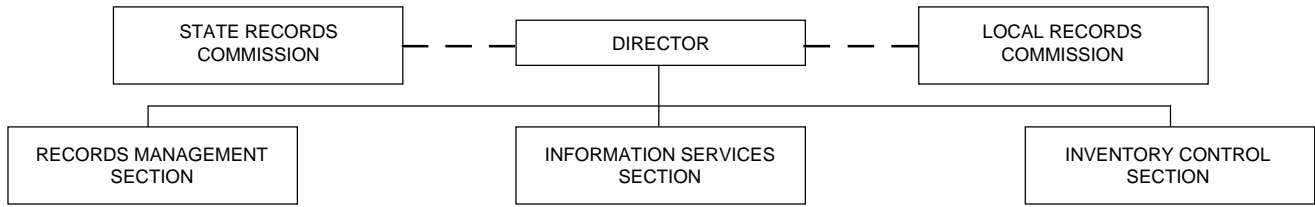
Informal Hearings Files

Driver's Licenses Suspensions/Revocations	75 years on microfilm
Restricted Driving Permits	75 years on microfilm
Show Cause Hearing Files	75 years on microfilm
General Correspondence/Public Inquiries	2 years from date of correspondence
Informal Hearing Officer Daily Reports	

Safety Responsibility Hearing Files

Taped Hearing Proceedings	6 months from hearing date
Additional Information/Exoneration Files	4 years

ILLINOIS STATE ARCHIVES



The Illinois State Archives is the repository for state records that have permanent legal, administrative or historical value. It provides assistance to state and local governments regarding records problems. The State Records Commission, the Local Records Commission (downstate) and the Local Records Commission (Cook County) meet regularly to review and grant formal authorization for the disposal or transfer of records. The State Archives also provides reference services to more than 890,000 public inquiries annually and operates the Illinois Regional Archives Depository (IRAD) System for the retention of valuable local governmental records.

Records stored by the Archives are subject to disclosure under the FOI Act unless the record falls under one of the categories exempted from disclosure by the law.

Detailed information on records stored by the State Archives and the IRAD and an index of their contents may be found in the *Descriptive Inventory of the Archives of the State of Illinois and A Summary Guide to Local Governmental Records*, which may be consulted at the State Archives and at many public libraries.

Requests for public records maintained by the Illinois State Archives should be submitted to:

Charles Cali
 Freedom of Information Officer
 Illinois State Archives
 3rd Floor East, Norton Building
 Springfield, IL 62756

Fees for Public Records Requested under the FOI Act:

Certified duplicate school land patents	\$3 per page
Township plats	\$2 per page
Surveyors' field notes	\$2 per page
State land patents, including certification	\$4 per page
Swamp land grants	\$2 per page
All other documents relating to land grants and sales	\$2 per page
Uncertified copies of all legal-size or smaller documents	\$.50 per page
Uncertified copies of all documents larger than legal-size	\$1 per page
Certified copies of documents: \$2 for certification and	\$.50 per page

Records — Illinois State Archives

Dates Available

Accession Records	
Grants (Federal)	FY76*
Illinois Regional Depositories Units Records	1976–
Local Records Commission Records	
Annual Reports	1976–
Appointments	1972–
Records Schedules	1974–

Illinois State Archives, continued

Records — Illinois State Archives

Dates Available

Minutes

State Archives Advisory Board

Local Records Commission 1962–

State Records Commission 1951–

Records Center Unit Inventory File

State Records Commission Records

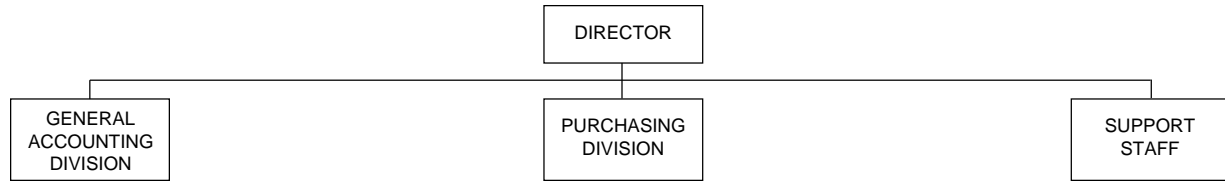
Annual Reports 1976–

Appointments 1976–

Records Schedules 1943–

*Indicates fiscal year (FY) from which, to present, records are available.

BUDGET & FISCAL MANAGEMENT DEPARTMENT



The Budget & Fiscal Management Department prepares the annual budget, monitors expenditures of all funds appropriated to the Secretary of State, and prepares the payroll for the office.

Requests for public records maintained by the Budget & Fiscal Management Department should be submitted to:

Sandra Klein
 Freedom of Information Officer
 Budget & Fiscal Management Department
 124 Howlett Building
 Springfield, IL 62756

Fees for Public Records Requested under the FOI Act:

Uncertified copies of documents	\$.50 per page
Certified copies of documents: \$2 for certification and	\$.50 per page
Copies larger than legal size (8 1/2" x 14")	\$ 1 per page

Records — Budget & Fiscal Management Department

Dates Available

Legislative Appropriation Forms	FY74*
Financial Records	
Expenditure Ledgers	FY92
GAAP Reports	FY91
Expenditure Transfer File	FY98
Fixed Assets Ledgers and Reports	
Petty Cash Funds Records	FY92
Special Funds Records	FY92
Reconciliation Reports	FY92
Payroll Records	
Payroll History Sheets	July 1979–
Intermittent Payment Forms	1993–
Overtime Listing Sheet	1993–
Employee Payroll Files	FY93
Wage Verification Forms	1993–
Retirement Records	1993–
Employee Earning History (Microfiche)	FY76
Involuntary Deduction Records	FY93
Vouchers	FY93

*Indicates fiscal year (FY) from which, to present, records are available.

Business Services Department, continued

Records — Business Services Department

Business Corporations Records

- Articles of Incorporation
- Amendments
- Dissolutions
- Franchise Tax Records
- Statements of Change
- Annual Reports

Registered Limited Liability Partnership

- Application for Registration
- Application for Renewal of Registration
- Application for Withdrawal of Registration

Uniform Commercial Code Records

- Security Interest Filings
- Termination Statements

Limited Partnership Records

- Certificates of Limited Partnership
- Applications for Admission
- Certificates to be Governed
- Amendments
- Annual Reports

Foreign Corporation Records

- Certificate of Authority
- Amendments
- Revocation or Withdrawal
- Franchise Tax Records
- Statements of Change
- Annual Reports

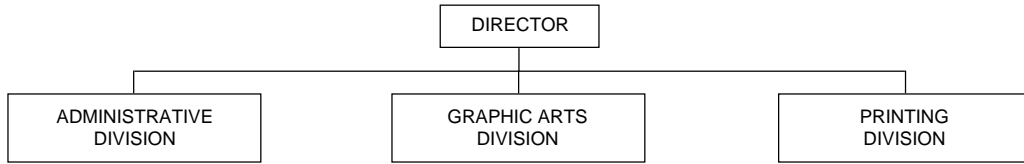
Limited Liability Companies

- Articles of Organization
- Amendments
- Annual Reports
- Dissolution

Foreign Limited Liability Records

- Application for Admission
- Amendments
- Annual Reports
- Revocation or Withdrawal

COMMUNICATIONS DEPARTMENT



The Communications Department coordinates and produces all public displays and publications relating to the Office of the Secretary of State.

Requests for public records maintained by the Communications Department should be submitted to:

H.W. Devlin
 Freedom of Information Officer
 Communications Department
 474 Howlett Bldg.
 Springfield, IL 62756

Fees for Public Records Requested under the FOI Act:

Uncertified copies of documents \$.50 per page
 Certified copies of documents: \$2 for certification and \$.50 per page

Records — Communications Department

Dates Available

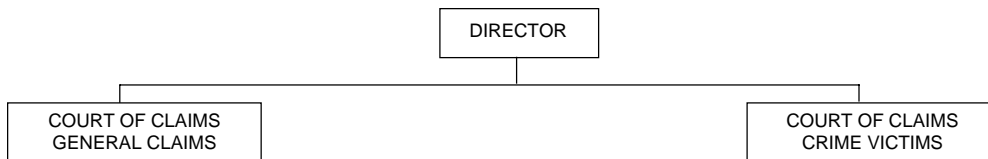
Antique Vehicle Show Records	1961–
News Releases	1984–
Photographs	1983–

Publications

The Communications Department prints and distributes to the public numerous free publications. For detailed information on these publications, contact:

Office of the Secretary of State
 Communications Department
 474 Howlett Building
 Springfield, IL 62756

COURT OF CLAIMS

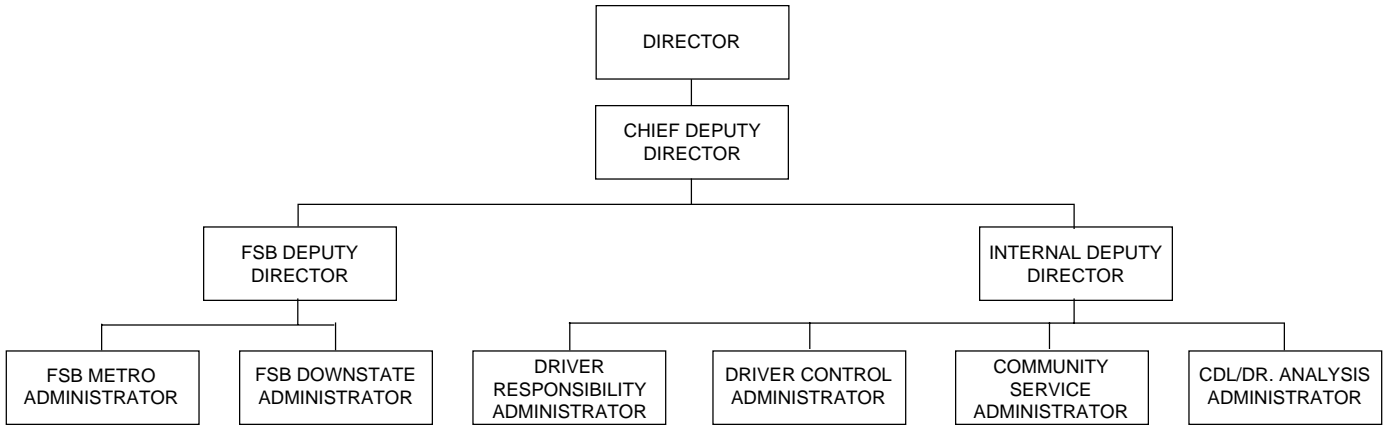


As ex-officio clerk of the Court of Claims, the Secretary of State maintains official records of cases filed in the Court of Claims. The department accepts and files certain claims filed against the State of Illinois, makes payments on all awards, and distributes to the public “Court of Claims Reports.”

Requests for public records maintained by the Court of Claims should be submitted to:

Tammy Guernsey
 Freedom of Information Officer
 Court of Claims
 630 S. College
 Springfield, IL 62756

DRIVER SERVICES DEPARTMENT



The Driver Services Department issues driver's licenses, administers examinations, monitors driving records and takes action against unsafe drivers, including the suspension or revocation of driving privileges. The department operates 115 full-time facilities as well as 21 part-time facilities.

Requests for public records maintained by the Driver Services Department should be submitted to:

Mike Mayer
 Freedom of Information Officer
 Drivers Services Department
 2701 S. Dirksen Parkway
 Springfield, IL 62723

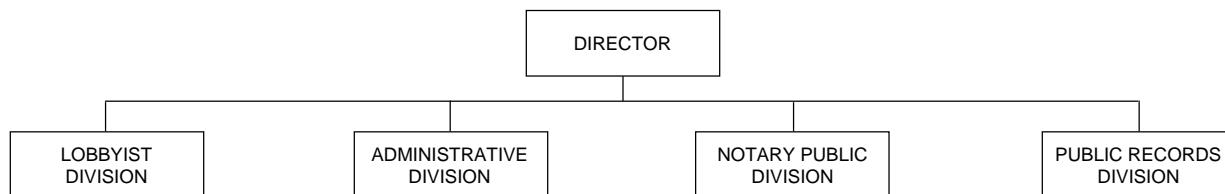
Fees for Public Records Requested under the FOI Act

Uncertified copies of documents	\$.50 per page
Certified copies of document: \$2 for certification and	\$.50 per page
Copies larger than legal size (8 1/2" x 14")	\$1 per page
Certified abstract of a driving record	\$5
Beginning Jan. 1, 2002, certified abstract of a driving record	\$6

Records — Driver Services Department

- | | |
|-----------------------------------|---|
| Driver's License Records | Property Management Records |
| Photo Identification Card Records | Safety and Financial Responsibility Records |
| Traffic Safety Records | |

INDEX DEPARTMENT



The Index Department commissions notaries public, registers lobbyists, issues certificates of incorporation for municipalities and certifies the federal census. The department compiles, publishes and distributes the *Session Laws* annually, prints pamphlets explaining proposed constitutional amendments and files Statements of Economic Interest.

Requests for public records maintained by the Index Department should be submitted to:

Dave Weisbaum
 Freedom of Information Officer
 Index Department
 111 E. Monroe St.
 Springfield, IL 62756

Fees for Public Records Requested under the FOI Act

Uncertified copies of documents	\$.50 per page
Certified copies of documents: \$2 for certification and	\$.50 per page

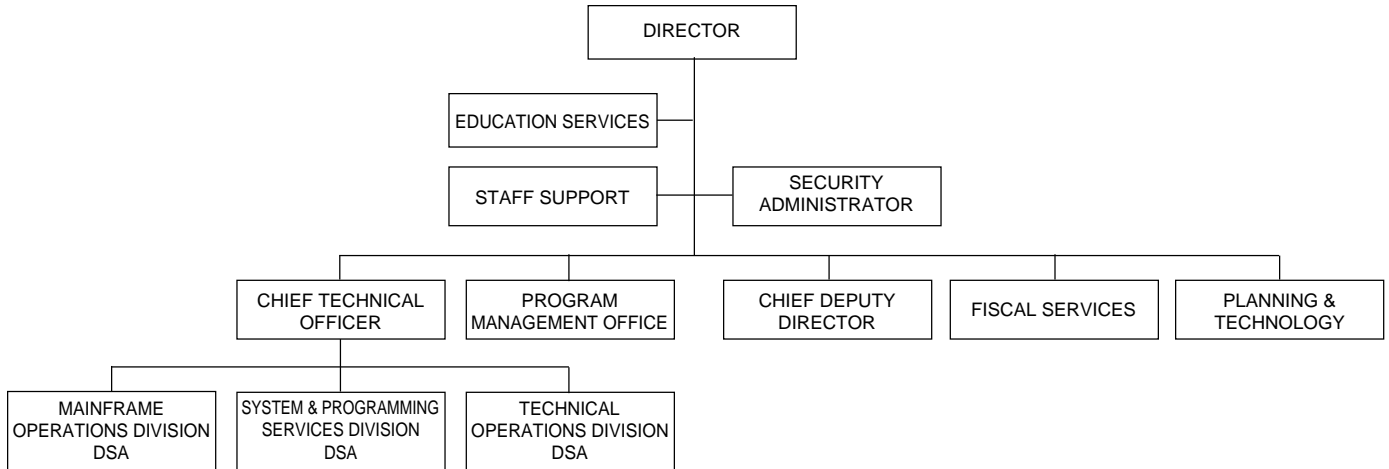
Records — Index Department

	Dates Available
Administrative Rules	1939–
Airport Authorities	1945–
Art Auction House Registrations	1984–
Bonds and Oaths	
Non-Elected State Officials	1979–
State- and County-Elected Officials	1979–
Census Certification Reports	1970–
Compensation Review Board Reports	1984–
Constitution of the State of Illinois	
1970 Constitution	1970–
1970 Constitutional Convention Record of Proceedings	1970–
Credit Services Organization	1989–
Dance Studio Bonds	1982–
Enrolled Laws	1983–
Enterprise Zones	1982–
Fiscal Control Act Designations	1991–
General Assembly Appointments to Special Districts	1972–
General Assembly Members, Officers’ Oaths, Appointments, Resignations	1971–
Guardianship Administrator Signature Authorizations	1966–
Home Rule Referenda	1972–
Hospital Districts	1949–
Illinois Development Finance Authority Annual Reports	1979–
Illinois Health Facilities Authority Bonding Resolutions	1982–
International Will Registry	1991–

Index Department, continued

Records — Index Department	Dates Available
Invention Developers' Bonds	1979–
Judicial Retentions	1964–
Leases for Property	1977–
Legislative Appointments to Special Committees	1972–
Legislative Redistricting Committee	1970–
List of Individual Lobbyists	1969–
Lobbyists' Registration Statements and Expenditure Reports	1980–
Local Option Election Petitions	1980–
Mass Transit Districts	1961–
Medical Practice Act Records	1975–
Mental Health and Public Welfare/Education Institutions Bonds	1959–
Municipal Incorporations	
Municipal Joint Electric Power Agencies	1983–
Municipal Joint Lead Agencies	1989–
Municipal Joint Natural Gas Agencies	1986–
Municipal Joint Waste Agencies	1986–
Municipal Joint Water Agencies	1980–
Nuclear Waste Compacts	1982–
Sanitary Districts, Availability of Name	1977–
State Land Acquisitions and Conveyances	1982–
Transcripts of Legislative Debates	1981–
Uniform Facsimile Signatures of Public Officials	1959–
Statements of Economic Interest	1982–
Statements of Economic Interest, Listing of Persons Required to File with County Clerk	1984–1993
Apostille Records, Certificates of Incumbency and Certificates of Authority \$2.00 each	1981–
County Officers' Certificates of Qualification	1983–
Governor's Appointments	1980–
Governor's Executive Orders	1966–
Governor's Proclamations	1983–
Notary Public Applications/Bonds Copies .50¢ page—statutory fee to Secretary of State—\$10	1984–
Requisitions and Warrants (Extraditions)	1982–
Senate Confirmations	1980–
Prevailing Rate of Wages on Public Works	1983–
Ticket Brokers	1996–

INFORMATION TECHNOLOGY DEPARTMENT



The Information Technology Department is the keeper of active computer records. The department provides computer, optical scanning and network services to all departments of the Secretary of State's office. The individual departments control and determine the use and dissemination of computer files maintained for them by the Information Technology Department.

Requests for public records maintained by the Information Technology Department should be submitted to:

Mary Jo Robinson
 Freedom of Information Officer
 Information Technology Department
 574 Howlett Building
 Springfield, IL 62756

Fees for Public Records Requested under the FOI Act

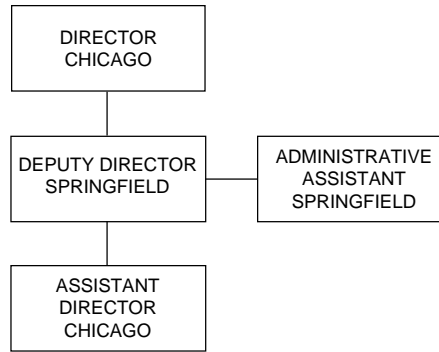
Uncertified copies of documents	\$.50 per page
Certified copies of documents: \$2 for certification and	\$.50 per page

Records — Information Technology Department

All Divisions

- Monthly Activity Reports
- Weekly Activity Reports
- Department Strategic Plan
- Department Disaster Recovery Plan

INTERGOVERNMENTAL AFFAIRS DEPARTMENT

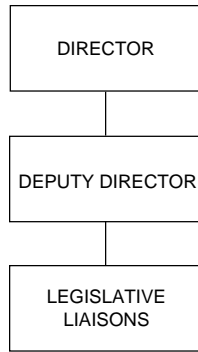


The Intergovernmental Affairs Department is an outreach and customer service department addressing the needs of other elected officials and units of government (federal, state and local). It does not collect or disburse any funds and, therefore, does not maintain any financial records. Related vouchers for travel and supplies are accounted for within the Secretary of State's Executive Office as well as the Budget & Fiscal Management Department.

Requests for public records maintained by the Intergovernmental Affairs Department should be submitted to:

Ron Cooley
Freedom of Information Officer
Intergovernmental Affairs Department
450 Howlett Building
Springfield, IL 62756

LEGISLATIVE AFFAIRS DEPARTMENT



The Legislative Affairs Department coordinates the development of the Secretary of State's legislative program. The department also analyzes any other proposed legislation affecting the office and represents the Secretary before House and Senate committees and commissions.

Requests for public records maintained by the Legislative Affairs Department should be submitted to:

Joyce Smith
Freedom of Information Officer
Legislative Affairs Department
476 Howlett Building
Springfield, IL 62756

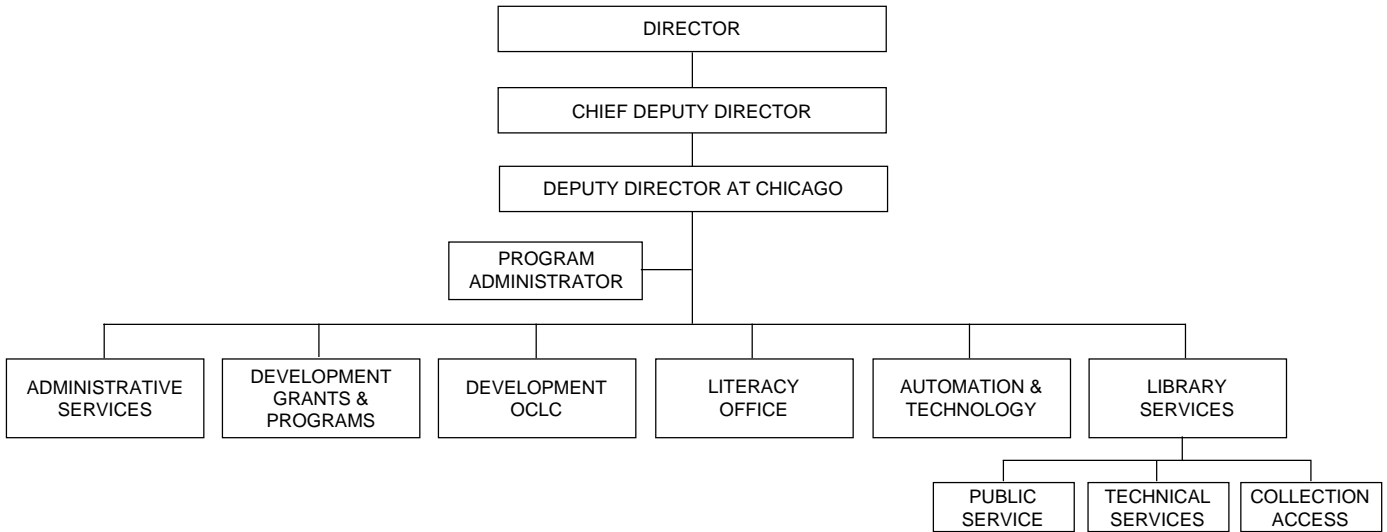
Fees for Public Records Requested under the FOI Act

Uncertified copies of documents	\$.50 per page
Certified copies of documents: \$2 for certification and	\$.50 per page

Records — Legislative Affairs Department

Legislative Records

ILLINOIS STATE LIBRARY



The Illinois State Library coordinates a network of 12 regional library systems, including public, school, academic and special libraries. It also provides information to state elected officials, state agencies and state employees for work-related needs. The library is a regional depository for state and federal documents and serves as coordinator for more than 60 federal and state document depositories.

Requests for public records maintained by the Illinois State Library should be submitted to:

Kathleen Bloomberg
 Freedom of Information Officer
 Illinois State Library
 300 S. Second St.
 Springfield, IL 62701

Fees for Public Records Requested under the FOI Act

Uncertified copies of documents	\$.50 per page
Certified copies of documents: \$2 for certification plus	\$.50 per page
Videoconference tapes	\$ 5 per tape

Records — Illinois State Library

Fiscal Year Dates Available

Acquisition records	current year plus 2 preceding years
Annual reports—public libraries	
Grant records (state and federal)	
Blind and physically disabled state grants	current year plus 4 preceding years
Library Services & Construction Act federal grants	current year plus 4 preceding years
Library Services & Technology Act federal grants	current year plus 4 preceding years
Library system and area and per capita state grants	current year plus 4 preceding years
Public library per capita state grants	current year plus 4 preceding years
Public library equalization aid state grants	current year plus 4 preceding years
Literacy grants	
Community	1986-present
Workplace Skills Enhancement	1990-present
New Chapters	1998-present
Making Work Pay	2000-present
Family	1994-present

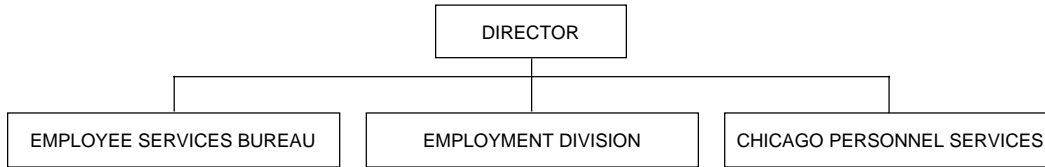
Illinois State Library, continued

Records – Illinois State Library

Educate & Automate state grants	current year plus 4 preceding years
Live & Learn state grants	current year plus 4 preceding years
OCLC contract and billing files	current year plus 2 preceding years
Public library statistical reports	current year plus 4 preceding years
Library system statistical reports	current year plus 4 preceding years
Illinois State Library videoconference recordings	1992-present
Miscellaneous accounting records	submit request to Budget & Fiscal Management

NOTE: Reference requests should be referred through normal library channels. Bibliographic information about materials in the Illinois State Library collection is available through the ILLINET Online database. Requests for materials in the State Library collection should be submitted as interlibrary loan requests through the applicable local library.

PERSONNEL DEPARTMENT



The Personnel Department administers employee hirings, insurance, workers' compensation, unemployment compensation, affirmative action, equal employment opportunity and contract negotiations. The department also coordinates employee training programs.

Requests for public records maintained by the Personnel Department should be submitted to:

Deanna Patton
 Freedom of Information Officer
 Department of Personnel
 196 Howlett Building
 Springfield, IL 62756

Fees for Public Records Requested under the FOI Act

Uncertified copies of documents	\$.50 per page
Certified copies of documents: \$2 for certification and	\$.50 per page
Job Audit Records	FY78*
Classification Specifications	FY78

Records – Personnel Department

Dates Available

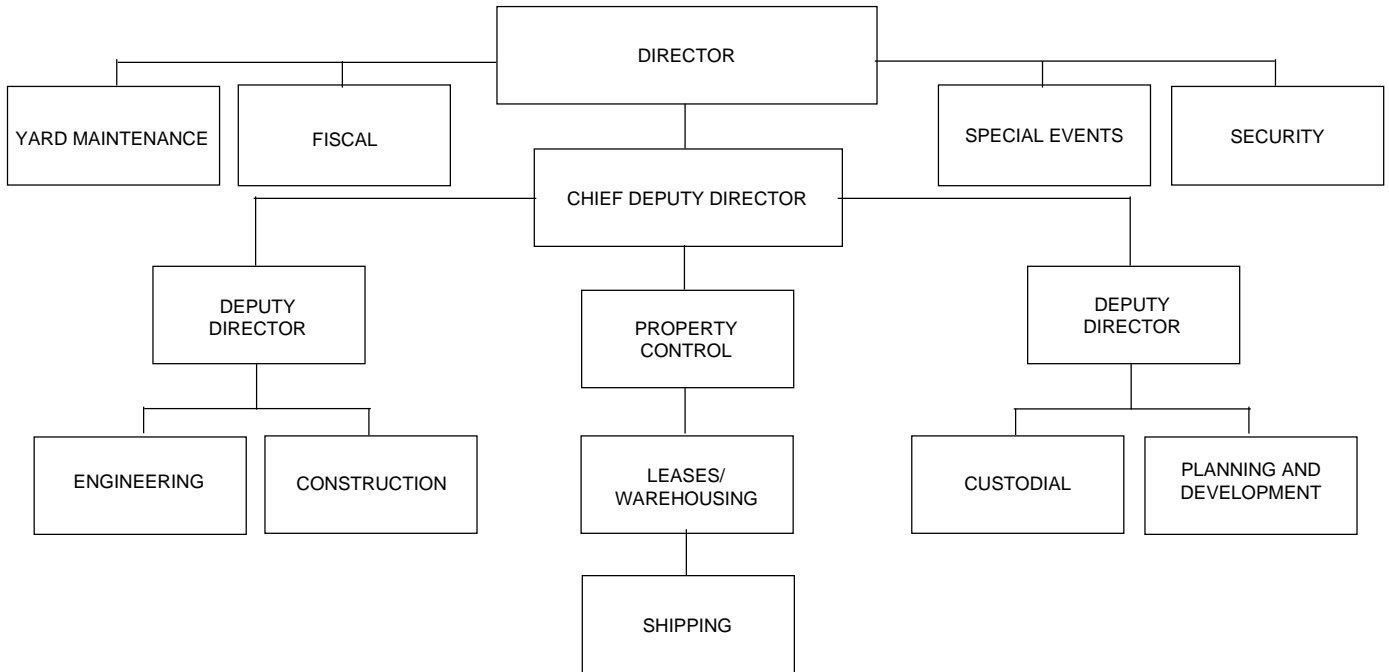
Computer Files	1975–
Title History	
Title – Salary Grade/Step	
Position Control File	
Employee Selection Records	FY93
Applicants	
Interviewed	
Bid on Postings	
Employment Lists	
Eligibility Lists	
Eligibility List Summaries	
Reemployment	
Filled Positions	
Insurance	
Employment Examination Records	
Announcements	1993–
Cutting Scores	
Equal Employment Records	
Intermittent Program Records	
Labor and Employee Relations Records	1981–
Merit Code, Personnel Rules, SOS Policy Manual	

Personnel Department, continued

Records – Personnel Department	Dates Available
Microfilmed Reports	1978–
Alphabetic Listing of Employees	
Staffing Report	
Inactive Employees	
Pay Plan	
Personnel Files	1982–
Active	
Separated	
Position Descriptions	1978–
Public Notices	1982–

*Indicates fiscal year (FY) from which, to present, records are available.

PHYSICAL SERVICES DEPARTMENT



The Physical Services Department maintains all buildings and the grounds in the Capitol Complex and controls all property, equipment, mailing and shipping. The department also is responsible for parking supervision, security, ground maintenance, a Capitol Guided Tour Program, real estate and non-driver services.

Requests for public records maintained by the Physical Services Department should be submitted to:

Lyn Sisson
 Freedom of Information Officer
 Physical Services Department
 195 Howlett Building
 Springfield, IL 62756

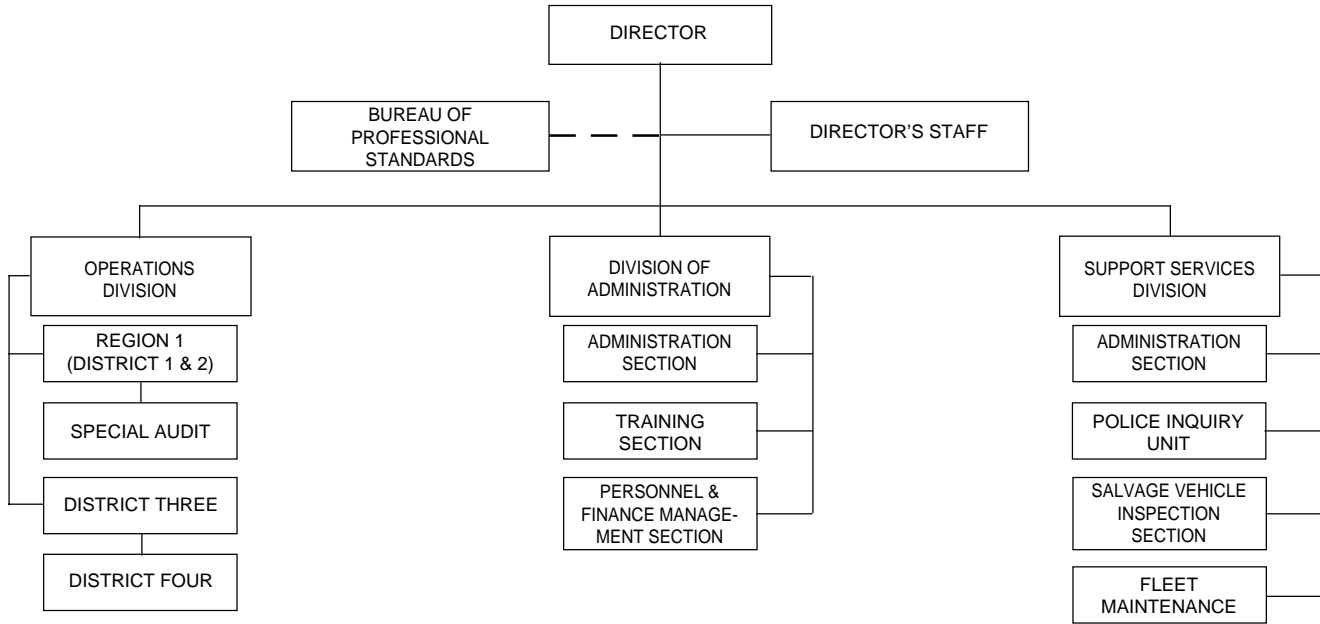
Fees for Public Records Requested under the FOI Act

Uncertified copies of documents	\$.50 per page
Certified copies of documents: \$2 for certification and	\$.50 per page

Records — Physical Services Department

- Architect, Engineering and Maintenance Contracts
- Capitol Complex Events
- Flag Requests
- Inventory Records
- Motor Pool Records
- Leases, Non-Driver Services
- Telecommunications

SOS POLICE DEPARTMENT



The Secretary of State Police Department was founded in 1913 as an investigative unit of the Vehicle Services Department. The department now employs 115 sworn peace officers and 51 civilian support personnel. The department's primary responsibility is the regulation of the automotive industry and its major components, as well as the active enforcement of all laws and administrative regulations that the Secretary of State enforces. As a fully-empowered law enforcement agency, department investigators are trained in all aspects of law enforcement with expertise in auto theft investigations, vehicle-related consumer fraud, fraudulent identification, hazardous explosive device recognition and disposal and traffic regulation enforcement. The department also provides training to other law enforcement and government agencies on the provisions embodied in the *Illinois Vehicle Code* and other police-related subjects.

Requests for public records maintained by the Secretary of State Police should be submitted to:

Lt. Larry Schmidt
 Department of Police
 Freedom of Information Officer
 322 E. Adams
 Springfield, IL 62701

Fees for Public Records Requested under the FOI Act

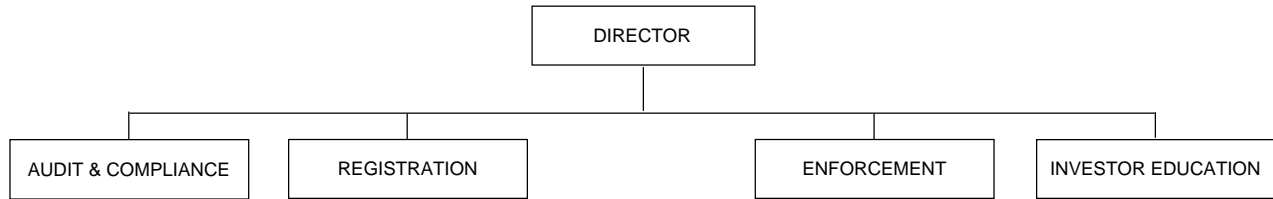
Uncertified copies of documents	\$.50 per page
Certified copies of documents: \$2 for certification and	\$.50 per page

Records — Police Department

Arrest Citations	1984—
Dealer Investigation/Inspection Files	1984—
District Case Files	1984—
Grants (Federal)	FY83*
Trip Permit Receipts	1989—
Warning Citations	1989—

*Indicates fiscal year (FY) from which, to present, records are available.

SECURITIES DEPARTMENT



The Securities Department is responsible for registering all securities and business opportunities, except those exempt by law, offered for sale in Illinois, and all persons acting as securities dealers, salespersons, investment advisers, loan brokers and business brokers. The department is also responsible for investigating fraud in the sale of stocks, bonds and other securities in Illinois and fraud in the sale of business opportunities, loanbroker or business broker services.

Requests for public records maintained by the Securities Department should be submitted to:

David Finnigan
 Freedom of Information Officer
 Securities Department
 520 S. Second St., Suite 200
 Springfield, IL 62701

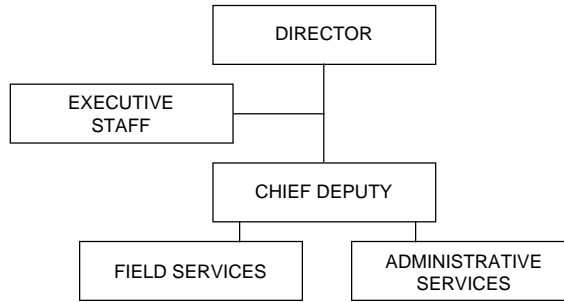
Fees for Public Records Requested under the FOI Act

Uncertified copies of documents \$.50 per page
 Certified copies of documents: \$10 for certification and \$.50 per page

Records — Securities Department

Copies of Summonses and Complaints Served on the Secretary of State	3
Records of Administrative Hearings	Permanent
Dealer Files	6
Registrations of Securities	5
Investment Adviser Files	6
Secondary Trading Authorizations	9
Withdrawn Filings	5
General Files	3
Business Opportunity	6
Business Broker	6
Loan Broker	6
Notification Filings	5

SENIOR & COMMUNITY SERVICES DEPARTMENT



The Senior & Community Services Department administers the Secretary of State's special programs that serve the state's veterans, persons with disabilities, seniors and local government groups. These programs include the Rules of the Road Review Course, Driving Simulator Program, Auto Insurance Discount Program, Photo ID Program and Speaker's Bureau.

Requests for public records maintained by the Senior & Community Services Department should be submitted to:

Reida Hamrick
 Freedom of Information Officer
 Department of Senior & Community Services
 450 Howlett Building
 Springfield, IL 62756

Fees for Public Records Requested under the FOI Act

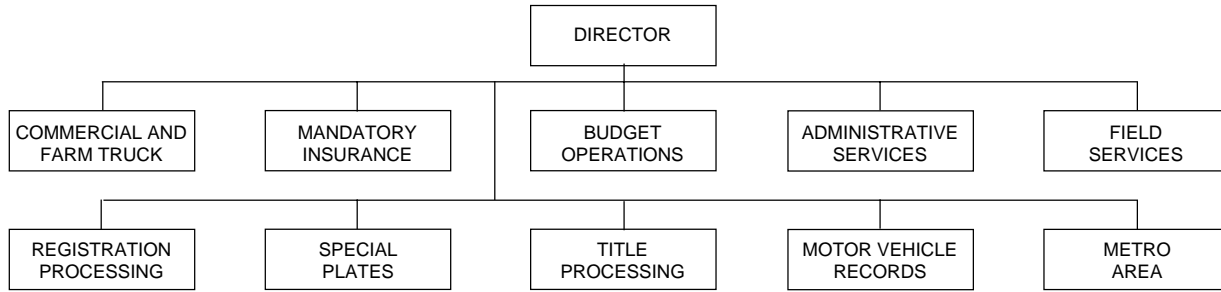
Uncertified copies of documents	\$.50 per page
Certified copies of documents: \$2 for certification and	\$.50 per page

Records — Senior & Community Services Department

Auto Insurance Discount Program	FY92*
Film Presentations	FY92
Speaker's Bureau Presentations	FY92
Grants (Federal)	FY94
Photo Identification Sessions	FY92
Rules of the Road Review Courses	
Volunteer Records	FY92
Location Records	FY92

*Indicates fiscal year (FY) from which, to present, records are available.

VEHICLE SERVICES DEPARTMENT



The Vehicle Services Department processes vehicle registrations and titles and issues license plates and renewal stickers. The department provides computer-based information relating to both registered vehicles and licensed drivers to law enforcement agencies upon request. It also licenses and regulates vehicle dealers and several other vehicle-related occupational groups.

Requests for public records maintained by the Vehicle Services Department should be submitted to:

Don Kerber
 Freedom of Information Officer
 Vehicle Services Department
 312 Howlett Building
 Springfield, IL 62756

Fees for Public Records Requested under the FOI Act

Uncertified copies of documents \$.50 per page
 Certified copies of documents: \$2 for certification and \$.50 per page

In addition to the above fees established pursuant to the FOI Act, the following fees have been established by other state laws:

Titles \$250 + \$25/1,000; minimum \$600
 Recent title transactions \$250 + \$25/1,000; minimum \$275
 Passenger car registrations \$250 + \$25/1,000; minimum \$300
 Miscellaneous registrations \$250 + \$25/1,000; minimum \$275
 (Second division vehicles, nonstandard, etc.)
 IRP registrations \$250 + \$25/1,000; minimum \$275
 Computer search of specific plate numbers \$250 + \$25/1,000; minimum \$275

(The above information normally is provided on computer tape furnished by the applicant. Information consisting of not more than 15,000 records may be provided on computer paper at an additional charge of \$.50 per page.)

Complete list of registrations \$500
 Partial list (up to one-half) of registrations \$250

(The above information is provided on microfiche only and may be arranged in either numerical sequence by plate number or alphabetical sequence by owner surname.)

Title Records \$5 per title
 Registration Records \$5 per registration
 Certified Records \$10 per record

Vehicle Services Department, continued

Record Availability – Vehicle Services Department

Dates Available

Title Records	current year plus previous 9 years
Registration Records	current year plus previous 9 years
Dealer Licensing Records	current year plus previous 9 years
Registration Permits	current year plus previous 3 years
Miscellaneous Information	current year plus previous 3 years

Freedom of Information Act Request Form

Requestor's Name	Date
Address	Telephone Number
City	ZIP Code

Secretary of State employee name, title & department to receive FOI Request:

Department	Name	Title
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RECORDS SOUGHT (Be specific): *Mark below the format instructions and records requested.*

Printed records - _____

Electronic data processing records (specify format)-

Computer output tape Floppy disk (type- _____) Other _____

Data fields (e.g. name)- _____

Special run instructions- _____

Requestor's Signature

The department will respond to a request for public records within seven (7) working days after its receipt. If your request is denied, you may file an appeal. Appeals should be addressed to: Office of the Secretary of State, Chief of Staff, 213 Capitol, Springfield, IL 62756.

(FOR DEPARTMENT USE ONLY)

Response: _____ Department _____

Records Made Available Date _____ Copies Made Yes No

Request denied and why? _____ How Many? _____

Fee _____

Other (Attach Correspondence): _____

Date Request
Received

Department Comments (use Reverse)

Freedom of Information Act



**How to Request
Information and Public Records
From the Secretary of State's Office**

2002 Edition

**JESSE WHITE
Secretary of State**