

# ILLINOIS FREEDOM OF INFORMATION ACT

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The Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. Public bodies (WFRD is a public body) are subject to FOIA.

Public records are defined in FOIA as “all records, reports, forms writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.” Examples of public records available under FOIA are: orders; rules; reports or studies; contracts; names, titles and salaries of public employees; and the voting records of public bodies. Information can be available in electronic as well as paper format.

A public body has five (5) business days from the day after the public body receives the request to respond to a FOIA request. FOIA does not have any exceptions for vacations or winter breaks, other than for Saturdays, Sundays and legal holidays.

FOIA requests can be submitted in writing as follows:

Via e-mail: [FOIA@wfrd.org](mailto:FOIA@wfrd.org)  
Via web-site: [www.wfrd.org](http://www.wfrd.org)  
Via postal mail: Woodstock Fire/Rescue District  
ATTN: FOIA Officer  
Fire Station #1  
P.O. Box 423  
Woodstock, IL 60098  
815/338-2621 phone  
815/334-2010 fax

FOIA requests can also be dropped off at any of the three (3) stations, however, the FOIA officer location is at Station 1.

FOIA OFFICER(S):	Chief Ralph Webster Woodstock Fire/Rescue District P.O. Box 423 435 East Judd Street Woodstock, IL 60098	Attorney Thomas C. Zanck Zanck, Coen, Wright and Saladin 40 Brink Street Crystal Lake, IL 60098 815/459-8800 phone 815/459-8429 fax
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The Woodstock Fire/Rescue District (WFRD) is a special district per the Illinois State Statute. WFRD currently employs about 100 part-time and full-time employees. WFRD has the purpose of providing emergency medical and fire assistance to the City of Woodstock and the surrounding area. Our current budget is \$6,500,000 .