

## **VILLAGE OF EASTON FOIA OFFICERS**

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### **What is a “FOIA officer”?**

A FOIA officer is a person appointed by the public body to ensure that the public body complies with FOIA. The FOIA officer’s responsibility is to receive FOIA requests from the public and to send responses in compliance with FOIA. FOIA requires that each public body appoint at least one FOIA officer and that the FOIA officer(s) complete an electronic training developed by the Attorney General’s PAC. Training must be completed annually.

### **Is every public body required to have a designated FOIA officer?**

Yes. Every public body must prominently display at its office certain information, including the name(s) of its FOIA officer(s). In addition, the office must display information regarding how to submit a FOIA.

*Please mail your request to:*

*Village of Easton, FOIA, PO Box 177, Easton, IL 62633.*

*Include as much information as possible and also your contact information, including a phone number.*

### **If the public body does not display the FOIA officer’s information, what should I do?**

Contact the Attorney General’s Public Access Counselor at 877-299-3642. The public body must post the name(s) of the FOIA officer(s), along with information concerning how to make a FOIA request, at the office of the public body as well as on any websites maintained by the public body.

### **How do I contact the Public Access Counselor in the Attorney General’s Office?**

The Public Access Counselor is a part of the Public Access Bureau in the Attorney General’s Office. Here is her contact information:

Sarah Pratt  
Public Access Counselor  
Public Access Bureau  
500 S. 2nd Street  
Springfield, Illinois 62706  
E-mail: [SPratt@atg.state.il.us](mailto:SPratt@atg.state.il.us)

FOIA Hotline: 1-877-299-FOIA (1-877-299-3642)