

ENSURING OPEN AND HONEST GOVERNMENT

HOW TO FILE A FREEDOM OF INFORMATION ACT REQUEST WITH WOOD RIVER TOWNSHIP

1. Please make your request for records in writing. Please include your name, telephone number, mailing address, and, if you wish, your e-mail address. Wood River Township does not require the completion of a standard form, however, one is available for your convenience. You may submit your written request by mail, fax or e-mail. Please direct your request to:

FOIA Officer – Sherry Tite
41 S. 9th Street
East Alton, IL 62024
Fax: (618) 259-2611
E-mail: wrtclerk@woodrivertownship.com

2. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. To the extent that you wish to ask questions of a representative of Wood River Township you may call our office at (618) 259-7260 to be directed to the proper person.
3. Please tell us whether you would like copies or wish to examine the records in person.
4. There is no fee for up to 50 pages of standard paper copies. Beyond 50, there is a .15-cent-per-page charge. You are permitted to ask for a waiver of copying fees.
5. Your response to your FOIA request will be available for pick up in my office 5 business days from the day after we receive your request.