

CHAPTER 5 FREEDOM OF INFORMATION

The following shall apply to requests of DuPage Airport Authority staff pursuant to the Freedom of Information Act, 5 ILCS 140/1 *et seq.* (hereinafter the “Act”).

Sec. 5-1 **DEFINITIONS.**

- 5-1-1 *Applicant:* Any person making application to the DAA for inspection and/or copying of public records.
- 5-1-2 *DAA Office Hours:* From 8:00 a.m. to 4:30 p.m. on Monday through Friday of each week, except on legal holidays.
- 5-1-3 *Executive Director:* The person appointed by the DAA to manage and operate the DuPage Airport including any such person who is appointed acting Director.
- 5-1-4 *Freedom of Information Officer(s):* Pamela Miller and Diane DeWitte are designated as the Freedom of Information Officer(s) pursuant to § 3.5 of the Act. (Ordinance 2017-309, January 18, 2017).
- 5-1-5 *Head of the DAA:* Within the meaning of Sections 2(e) and 10(a) of the Act, the Chairman of the Board of Commissioners.

5-2 **APPLICATION FOR INSPECTION OR COPYING.**

- 5-2-1 **Forms to be Made Available.** The Executive Director shall prepare and make available at the DAA office a sample form of written application for requests for public documents under the Freedom of Information Act. A sample request form appears at Appendix 5-A. However, written requests in other formats (*i.e.*, electronic mail, letter, fax) will be accepted provided they contain the required information. Said application form shall require the following written information regarding each request under the Act:
 - (a) Name, address and telephone number of the applicant.
 - (b) If the application is on behalf of a public body, business organization, civic organization or any other organization, the name and address of the organization and the office or position of the applicant with that organization.
 - (c) Written description of the public record requested with sufficient particularity to allow determination of whether such a public record exists and to allow location of the public record within a reasonable time.

- 5-2-2 **Method of Requesting Records.** All applicants for inspection or copying of public records in the possession of the DAA shall submit a written request containing the information set forth in subsection 5-2-1 at the DAA office during working hours.
- 5-2-3 **Inspection of Records.** All inspection of public records so requested shall be done during office hours at the DAA office, in the presence of DAA personnel. All copying shall be done by DAA personnel at the DAA office during office hours.
- 5-2-4 **Fees.** The fees charged by the DAA for reproduction and certification of public records shall be set from time to time by the Executive Director. A written schedule of said fees shall be available to the applicant at the DAA office and appears at Appendix 5-B. Said fees shall not include costs for the search for documents. Black-and-white, letter- legal- and ledger-size copies shall be charged at fifteen cents (15¢) per page. Copies of items reproduced on electronic media will be charged at the actual cost for each electronic media device (*i.e.*, CD-Rom, DVD, etc.) If copy services outside the DAA office are required for large documents, blue prints, color copies or the like, the applicant shall reimburse the DAA for the actual cost of reproduction charged by the outside copy service. Notwithstanding the foregoing, the DAA shall not charge for the first fifty (50) pages of black-and-white, letter-legal- and ledger-size copies. The fee to certify a copy shall be one dollar (\$1.00). (Ordinance 2017-309, January 18, 2017).
- 5-2-5 **Payment Required.** No public record shall be delivered to any applicant until all fees for reproduction have been paid.
- 5-2-6 **Freedom of Information Act Requirements.** Additional information pursuant to Section 4 of the Act is contained in Appendix 5-C.

5-3 **DENIAL OF REQUEST AND APPEAL.**

- 5-3-1 **Written Denial.** Denial of an application for inspection and/or copying of public records shall be in writing, shall state a detailed factual basis for the denial or the application of any exemption(s) claimed and shall be signed by a Freedom of Information Officer or his/her designee. The response shall also inform the applicant of his/her right to review by the Public Access Counselor of any denial and shall provide the telephone number and address of the Public Access Counselor. (Ordinance 2017-309, January 18, 2017)
- 5-3-2 **Date of Denial or Appeal.** A written denial of an applicant's request or denial of shall be deemed delivered when deposited in the U.S. mail, first class, postage paid. (Ordinance 2017-309, January 18, 2017).