

# Freedom of Information (FOIA Officer)

The Freedom of Information Act (FOIA) requires that all public bodies make their records available to the public, subject to certain exemptions. To make a request to inspect or copy public records, a FOIA request should be submitted to a designated FOIA Officer. The designated FOIA Officers for the Village of Milan are Marinna Ryan and Hayley Myers.

FOIA requests for both police and other records should be sent or delivered in person to the Village of Milan Clerk's Office, 405 East 1st Street, Milan, IL 61264. Requests can also be faxed to 309-787-8536, or emailed to marinnaryan [at] milan.il.us (Marinna Ryan) or [Hayley Myers](#).

The Village will respond in one of the following ways within five (5) business days of receipt of the request. Commercial requests however, may take up to twenty-one (21) business days:

- Inform you of when and where the records may be inspected or how a copy may be obtained.
- State that more time is needed to fulfill the request, the reason for the delay and when the response or denial will be available. The response or denial will be made within an additional five (5) business days, unless otherwise agreed to by the requester.
- Deny the request, or part of the request, and state the reason for denial.

You have the right to appeal any denial to the Public Access Counselor of the Attorney General's Office at 500 South Second Street, Springfield, Illinois 62706, or to the circuit court.

## Supporting Documents

FOIA Request Form 53.48 KB