

## Freedom of Information Act (FOIA)

### What is FOIA?

The Illinois Freedom of Information Act (FOIA) declared that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of the Act. The City Clerk Department is the central contact of all FOIAs for the City of Bloomington.

### How to Submit a FOIA:

- The quickest way to submit a FOIA request is online:  
<https://www.bloomingtonil.gov/departments/city-clerk/foia>
- A FOIA may be requested via email to [cityclerk@cityblm.org](mailto:cityclerk@cityblm.org)
- A FOIA request may also be submitted in-person or mailed to City Clerk Department, 115 E. Washington St., Bloomington, IL 61701.

### How Documents are Received:

In the City's effort to reduce the amount of paper consumption, we encourage electronic delivery of records wherever possible. Therefore, documents will be provided to the requester digitally through justFOIA, a secure platform for FOIA requests. Our staff are happy to accommodate requests to mail documents or arrange for the documents to be printed. Please keep in mind that if certified\* copies of records are requested, those must be picked up in-person or mailed as the certification cannot be made electronic.

\*Fees associated. Please see below.

### The FOIA Fee Schedule:

NON-COMMERCIAL REQUESTS		
Black and White Copies	Less than 50 pages	No Charge
	Over 50 pages	\$0.15 per page
Color Copies	Less than 50 pages	\$0.15 per page
	Over 50 pages	\$0.35 per page
COMMERCIAL REQUESTS		
Black and White Copies	Less than 50 pages	No Charge
	Over 50 pages	\$0.15 per page
Color Copies	Less than 50 pages	\$0.15 per page

	Over 50 pages	\$0.35 per page
PDF Records	Up to 80 megabytes	\$20.00
	80 megabytes to 160 megabytes	\$40.00
	160+ megabytes	\$100.00
Non-PDF Records	Up to 2 megabytes	\$20.00
	2 megabytes to 4 megabytes	\$40.00
	Over 4 megabytes	\$100.00
Search/Retrieval Time		
	First 8 hours	No charge
	Time beyond 8 hours	\$10.00 per hour

ALL REQUESTS		
Certification of Records		\$1.00 per certification
Hardware		
	Flash Drives	Actual Cost of Reproduction
	CDs	Actual Cost of Reproduction
Other		
	Color Photographs	Actual Cost of Reproduction
	Blueprints	Actual Cost of Reproduction