

# **GRAFTON TOWNSHIP F.O.I.A. POLICY**

**Grafton Township  
McHenry County, Illinois  
Board of Trustees Policy**

## **ILLINOIS FREEDOM OF INFORMATION ACT [5 ILCS 140/1]**

**Adopted: July 17, 2017**

**Reviewed/Revised: N/A**

### **ARTICLE 1. TOWNSHIP DESCRIPTION**

#### **Section 1.01 Purpose**

The purpose of Grafton Township is to perform the functions set forth in the Illinois Township Code 60 ILCS 1/1-1 et seq. These functions include administering a general assistance program to qualifying residents, maintaining township road district highways and bridges, and appraising property values. Townships also are given a variety of statutory responsibilities which are somewhat lesser known, but equally important. For example, they may, among other services, provide senior services, conduct youth programs, appoint fire district trustees, and maintain cemeteries; additionally, township trustees serve as the township's official "fence viewers." The various powers of townships are set forth in the Township Code.

#### **Section 1.02 Budget and Funding**

The total amount of the Grafton Township operating budget for fiscal year 2017-2018 is \$1,671,364. The total amount of the Grafton Township Road District operating budget for 2017-2018 is \$ 1,792,125. Funding sources are property and personal property replacement taxes, state and federal grants, fees, and donations. Tax levies are:

#### **TOWNSHIP**

General Town Fund (for general operating expenditures)  
Insurance (for employees' health insurance expenses)  
General Assistance (general assistance to qualifying residents)

#### **ROAD DISTRICT**

Road and Bridge Fund  
Permanent Road Fund  
Insurance Fund  
IMRF Fund

#### **Section 1.03 Locations**

The administration office is located at this address: 10109 Vine St., Huntley, IL 60142

#### Section 1.04 Employees

The following numbers of persons are employed by Grafton Township. An organization chart is attached:

Elected Supervisor: 1

Supervisor's Office employees:

Full-time: 2

Part-time: 0

Elected Assessor: 1

Assessor's Office employees:

Full-time: 4

Part-time: 0

Elected Highway Commissioner: 1

Grafton Township Road District employees:

Full-time: 3

Part-time: 0

Elected Clerk: 1

#### Section 1.05 Township Responsibility

The following organization exercises control over the financing policies and procedures of Grafton Township: Board of Trustees of Grafton Township, which meets monthly on the third Monday of each month at 7:30 p.m. in the Township offices. The members of the Board of Trustees are: Eric Ruth, Supervisor and the following trustees: Thomas Welch, Daniel Ziller, Sean Cratty, and Matthew Cooper.

There are eight elected officials: a supervisor, clerk, four trustees, an assessor and a highway commissioner.

The Supervisor is chief executive officer of the township. The supervisor is responsible for chairing meetings, administration of general assistance program and serves as treasurer of all town and road district funds.

The Township Clerk is responsible for maintaining all township records except for general assistance case files. The clerk's responsibilities also include posting all public notices on behalf of the township.

The Township Board of Trustees consists of the supervisor, four trustees and the clerk, who is a non-voting member of the board. The trustees collectively act as the legislative body of the township.

Responsible for establishing policies for the township, but cannot establish policies for the assessor or the highway commissioner.

The Highway Commissioner is responsible for construction and maintenance of all roads and bridges within the road district that are not part of any other government road system.

The Assessor establishes property values of all parcels in the township. The assessor does not levy taxes. This is the only elected position in Illinois that requires the candidate to undertake formal training before seeking the office.

#### Section 1.06 State Reporting

An annual audit of the Grafton Township records and accounts is performed by a Certified Public Accounting firm as required by 60 ILCS 1/80-20. In addition, the supervisor provides an annual accounting to the board in accordance with 60 ILCS 1/70-30 that includes a statement of all moneys received and disbursed by the supervisor. The annual accounting is filed with the McHenry County Clerk. In addition, the Annual Financial Report and audit are filed with the State Comptroller and County Clerk in accordance with Section 1 of the Public Funds Statement Publication Act.

### **ARTICLE 2. FREEDOM OF INFORMATION ACT REQUESTS**

#### Section 2.01 The Freedom of Information Act Officer.

The Grafton Township Clerk, Kathy Watson, is designated as the sole and exclusive FOIA Officer for the township.

#### Section 2.02 Requests for Copies

Information and records available to the public may be requested in the following manner:

1. Direct the request to the Township Clerk, Kathy Watson, the FOIA Officer.
2. Information and records may be requested in person, in writing, or electronically (clerk@graftontownship.us). For convenience, the attached form can be used.
3. Specify the records requested to be disclosed for inspection, to be copied, or to be furnished in electronic format. Specify which, if any, records should be certified.
4. Reimburse Grafton Township for the cost of reproducing records in excess of fifty (50) pages and/or for certifying records. There is no charge for the first fifty (50) pages copied in "letter size" or "legal size" black-and-white format. Charges for copies in another size and/or in color.

Charges for certified records are \$1.00 per document to reimburse Grafton Township for the actual cost for certifying the records.



### Section 2.03 Inspection of Records

Records may be inspected rather than copied. A Grafton Township employee must be present throughout the inspection. Records are available at: Grafton Township Offices, 10109 Vine St., Huntley, IL 60142, between 8:00 a.m. and 4:00 p.m. Monday through Friday, except holidays.

### Section 2.04 Response Time

The office will respond to a written request within five (5) working days. An extension of an additional five (5) working days may be necessary to properly respond. The office will respond to a written request made for a commercial purpose within twenty-one (21) days.

### Section 2.05 Appeal

The decision of the FOIA Officer may be appealed to the Illinois Attorney General's Public Access Counselor.

### Section 2.06 Types of Records

The following types or categories of records are maintained under the control of Grafton Township:

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Operating Budgets
- Annual Audits
- Minutes, ordinances, and resolutions of the Board of Trustees
- Township policies and procedures
- Annual Reports to the State Comptroller and County Clerk
- Records used to assess real estate

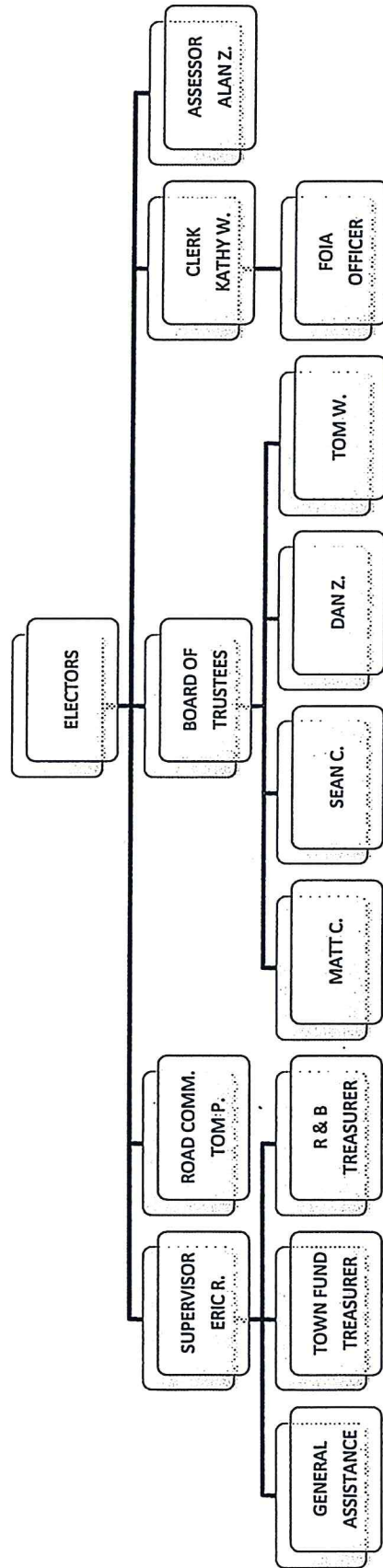
### Section 2.06 Exemptions

Certain types of information maintained by Grafton Township are exempt from inspection and copying. The exemptions are set forth in 5 ILCS 140/7. These exemptions include, but are not limited to:

- Private information, which is defined as “unique identifiers, including a person’s social security number, driver’s license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal e-mail addresses.” Under
- FOIA, “private information also includes home addresses and personal license plate numbers, except as otherwise provided by law or when compiled without possibility of attribution to any person.”
- Personal information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the person who is the subject of the information. Under FOIA, the “unwarranted invasion of personal privacy” means the “disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject’s right to privacy outweighs any legitimate public interest in obtaining the information.” Disclosing information that relates to the public duties of public employees is not considered an invasion of personal privacy.
- Law enforcement records that, if disclosed, would interfere with a pending or reasonably contemplated proceeding or that would disclose the identity of a confidential source.
- Information that, if disclosed, might endanger anyone’s life or physical safety.
- Preliminary drafts or notes in which opinions are expressed or policies are formulated unless the record is publicly cited and identified by the head of the public body.
- Business trade secrets or commercial or financial information that is proprietary, privileged or confidential and disclosure would cause a competitive harm to the person or business.
- Proposals and bids for any contract, until a final selection is made.

### **ARTICLE 3. REVISION OF FREEDOM OF INFORMATION ACT POLICY**

Because the information regarding the Grafton Township budget, personnel, and trustees is subject to change, this policy is reviewed annually and revised as appropriate. The provisions of this policy shall supersede and replace any inconsistent provision or requirement of any prior FOIA policy or resolution.





Grafton Township

10109 Vine  
Street, Unit D Huntley, Illinois 60142

## FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS

Email request to: [clerk@graftontownship.us](mailto:clerk@graftontownship.us),  
or call Kathleen Watson, 847.669.3328

Date: \_\_\_\_\_

### IDENTIFICATION OF REQUESTOR:

Name	
Company Name	
Address	
City/State/Zip	
Email Address	
Phone Contact	

### REQUESTED INFORMATION:

Provide as much detail as possible. You may attach additional pages if necessary.

Do you want copies of the documents? ☐ Electronic ☐ Paper

If you want Electronic Copies, in what format? \_\_\_\_\_

Is this request for a Commercial Purpose? ☐ YES or ☐ NO

*(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purpose without disclosing it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)),*

Are you requesting a fee waiver? ☐ YES or ☐ NO

*(If you are requesting that Grafton Township waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public 5ILCS 140/6(c)).*

*There is a charge for 51 and/or more pages of black and white legal/letter size copies, all colored and oversized copies, certified copies, actual postage costs for mailing, the cost of the electronic media used, and if a public vendor is used to copy any requested information, you will be charged the actual costs that Grafton Township incurs.*