

## HOMER TOWNSHIP FIRE PROTECTION DISTRICT

### NOTICE OF PROCEDURE FOR REQUESTING RECORDS

Although most requests for public records must be in writing, the Fire District may accept verbal requests at the discretion of the FOIA Officer. A "Request for Access to Public Records" form is available for your convenience, but you are not required to utilize the form. Requests may also be made via email to [admin@homerfire.org](mailto:admin@homerfire.org). If submitting a paper copy or fax request, please send or fax it to the following:

Freedom of Information Officer  
Homer Township Fire Protection District  
16050 S. Cedar Rd  
Lockport, IL 60491

Fax No: 815-838-6635

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15¢ per page.

Actual cost will be charged for other documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD).

A fee of \$1.00 shall be charged for each document that is requested to be certified.

The Fire District may waive or reduce fees if the person requesting the records states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.

Any FOIA requests for commercial purposes must be indicated during the original submission for records. The Fire District will respond within 21 days of all FOIA requests for commercial purposes.

Note: Exemptions under the Illinois Freedom of Information Act may allow nondisclosure of some parts of public records maintained by the Fire District.

Please call (815) 838-0250 with any questions you may have.