



FREEDOM OF INFORMATION ACT POSTING

For
KENDALL COUNTY HIGHWAY DEPARTMENT

The purpose of the Freedom of Information Act (FOIA) is to ensure 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 (5 ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public.

DESCRIPTION OF PUBLIC BODY

Kendall County Highway Department maintains highways and bridges on the County Highway System, including roadways, drainage systems, signs, traffic signals and other highway-related appurtenances. The Department itself employs no elected officials, but instead operates under the direct authority of the Kendall County Board. Kendall County Engineer, Francis C. Klaas, P.E., manages this Department.

FOIA OFFICERS FOR THE HIGHWAY DEPARTMENT

Francis C. Klaas, P.E., Kendall County Engineer
Virginia E. McNelis, Administrative Assistant

CONTACT INFORMATION

Kendall County Highway Department
6780 Route 47, Yorkville, IL 60560
Phone: (630) 553-7616 Fax: (630) 553-9583

FOIA REQUESTS -

Any person or organization may obtain Highway Department records for inspection or copying by submitting a verbal or written request to either of the FOIA Officers listed heretofore. Kendall County Highway Department will respond to all FOIA requests in accordance with the procedures set forth in the FOIA and all other applicable federal and state laws.

COPY COSTS

TYPE OF DOCUMENT	FEE
Black & white; letter or legal sized copies	No charge first 50 pages - 15¢ per page after
Black & white; 11" x 17" copies	25¢ per page
Black & white; 24" x 36" or larger copies	\$1.00 per page
Computer disc, tape cassette or other medium	Actual cost to reproduce these items

CATEGORIES OF RECORDS MAINTAINED BY THE KENDALL COUNTY HIGHWAY DEPARTMENT

- Highway and bridge records, including plans, specifications, estimates and contracts
- Contractor payroll records for county contracts administered by Highway Department
- Permits for public utilities, culverts, overweight and over-dimension trucks
- Accident data on county and township highways
- Rural and municipal subdivision plans, plats and related information
- Highway Committee meeting minutes
- Highway Department budgets, revenues and expenditures
- Employee names, titles, salaries and employment dates

REQUEST FOR PUBLIC RECORDS
From
KENDALL COUNTY HIGHWAY DEPARTMENT
6780 Route 47
Yorkville, IL 60560
(630) 553-7616

REQUESTOR

NAME: _____
 ADDRESS: _____
 PHONE NO.: _____
 EMAIL ADDRESS: _____
 DATE OF REQUEST: _____

Description of public records that you are requesting. Be as specific as possible:

Do you wish to inspect or receive a copy of the requested records?

Inspect _____ Copy _____ Both _____

Do you wish to receive the requested records in hard copy or electronic form, if available?

Hard Copy _____ Electronic Form (if available) _____

Is your request made for a commercial purpose as defined by the Freedom of Information Act (i.e., do you intend to sell the requested records or use the records in advertisement)?

Yes _____ No _____

 Signature of Requestor

Do Not Write Below This Line

For Office Use Only

Date Request Received		Date of Response	
File Number		How Response Was Sent	
FOIA Officer		Cost for Copies	
Other Notes			