

AUBURN FIRE & RESCUE DISTRICT
FREEDOM OF INFORMATION STATEMENT, DOCUMENT LISTING & POLICY

The following information is provided by the Auburn Fire & Rescue District pursuant to Sections 4 and 5 of the Illinois Freedom of Information Action (5 ILCS 140/4 & 5):

1. Descriptive Statement:
 - a. The Auburn Fire & Rescue District is a public fire protection district organized and operating under the provisions of the Illinois Fire Protection District Act (70 ILCS 705/0.01 et seq.)
 - b. It is located in Sangamon County.
 - c. It operates a fire department from the following locations: 117 West Jackson, 300 N. 5th Street and 1308 W. Jefferson, Auburn, Illinois, 62615.
 - d. The mailing address of the district is 117 West Jackson, P.O. Box 347, Auburn, Illinois, 62615.
 - e. Persons desiring to contact the district may contact Ernie Neumann, 17449 Kennedy Road, Auburn Illinois, 62615. During the time period from January 1 through March 15th correspondence should be addressed to Bill Atteberry, 720 W. Van Buren, Auburn Illinois, 62615
 - f. The district is governed by a Board of Trustees consisting of five persons. Meetings of the Board are held on the second Tuesday of each month.
 - g. The approximate budget of the district is \$105,000.00 annually.

2. The district maintains the following types and categories of records:
 - a. General Ordinances
 - b. Budget and Appropriations Ordinances adopted annually.
 - c. Property Tax Levy Ordinances adopted annually.
 - d. Financial Reports prepared annually.
 - e. Minutes of meetings of the Board of Trustees and Treasurer's Reports.

f. Vouchers, Bank Statements and Records, and other financial records pertaining to receipts and disbursements of the district.

g. Policies and procedures regarding the operation of the district's fire department.

h. Correspondence.

i. Fire and incident reports.

j. Personnel and training records.

3. Records of the district which are available for immediate disclosure are items a, b, c, d, e, g, and i listed in Section 2, above, for the previous two (2) years.

4. Records of the district which are subject to disclosure under the Freedom of Information Act may be requested **in writing** from the Freedom of Information Act Officer listed above. Requests are to be submitted in writing delivered to the attention of the Freedom of Information Act Officer listed above, at the above address. Requests will be processed within the time permitted by the Freedom of Information Act, five (5) business days for noncommercial requests and twenty-one (21) business days for commercial requests, unless additional time, as permitted by the Act is required to process the request, in which case the person making the request will be notified in writing of the action taken with reference to the person's request. Records will generally be made available at the district's fire station for inspection at a mutually convenient time. Copies of records will be furnished in accordance with the provisions of the Freedom of Information Act. (First 50 pages of material will be provided without charge, additional pages will be charged at the rate of 15 cents per page. Color or oversize copies will be supplied at actual cost.) Any request for a waiver of copying fees must be in writing and accompany the request for copies.

5. A denial of any records request will be made in writing to the person making the request and a request for review of any denial may be made to the Public Access Counselor, Public Access Bureau, Office of the Attorney General, 500 South Second Street, Springfield, Illinois 62706 (217-558-0486) under Section 9.5 of the Freedom of Information Act (5 ILCS 140/9.5) within sixty (6) days of the date of denial. Persons whose request is denied may also seek judicial relief under Section 11 of the Freedom of Information Act (5 ILCS 140/11).