



Village of Richmond

THE VILLAGE AND THE ILLINOIS FREEDOM OF INFORMATION ACT

As required by Section 4 of the Act

Request Public Records

All requests to inspect, copy, or certify public records must be in writing, directed to the appropriate FOIA Officers and submitted via personal delivery, mail, fax (Police Dept.), or other means available to the FOIA Officers in accordance with Section 3(c) of the Act. Any request submitted via email to the FOIA Officers should be sent to the following email addresses dedicated for FOIA matters:

- For Police Records, e-mail: records@richmondilpolice.com or via mail Richmond Police Department, Attn: Records Clerk, 5600 Hunter Dr., Richmond IL 60071. Phone (815) 678-4163; Fax (815) 678-4307.
- For Village Records, e-mail: villageclerk@richmond-il.com or via mail Village of Richmond, Attn: Village Clerk, 5600 Hunter Dr., Richmond IL 60071. Phone (815) 678-4040.

The Village and Police Department prefers the use of **FORM 1** ("*Freedom of Information Form*"), but the Village and Police Department will honor all requests lawfully submitted to the FOIA Officers even if it is not submitted on the preferred form. Any written request submitted to the Village or Police Department for a public record shall be deemed to be a FOIA request and treated accordingly.

Fees Established

Unless fees are waived or reduced, each Requestor must pay the following fees prior to receiving the copies made by the Village or Police Department, certification, and mailing of public records:

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| 1. Copies – letter or legal | \$.15 per side. |
| 2. Copies – color or oversize | Actual cost of reproduction. |
| 3. Certification | \$1.00 per document plus copying costs. |
| 4. Recording media | Actual cost of media (i.e. discs). |
| 5. Statutory Fees | Rate authorized by statute. |
| 6. Mailing | Actual cost of postage. |

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor, except for Requests for commercial purposes. When the services of an outside vendor are required to copy any public record, the actual charges of the outside vendor will be the fees for copying such records, notwithstanding the fees stated above.

In the event that the Village or Police Department provides records in response to a Request but fails to respond within the requisite periods, such copies shall be provided free of charge in accordance with Section 3(d) of the Act.

Purpose of the Village

The purpose of the Village of Richmond is to provide public services to its residents in the form of police protection, maintenance of public streets, water and sewer facilities and other services, which it is authorized to provide.

Form of Government

The Village of Richmond operates under the Trustee-Village form of government. A six-member Board of Trustees with a Village President, elected at large by Village residents is tasked with policymaking. Residents are welcome to attend Board meetings, which are held on the first and third Thursday of the month; special meetings are scheduled as needed.

Mission Statement

The Village of Richmond is dedicated to providing services that support the evolving needs of and improve the overall safety, health, and welfare of its residents, businesses, and visitors.

Organization of the Village Government

Exhibit 1 is a block diagram describing the organizational arrangement of Village Government.

Village Employees

The Village currently employs 19 full time and part time employees and a seasonal employees depending on the year.

Village Appointed Committee/Commissions

Exhibit 2 lists the Village's Committee/Commissions and the members of each body, which are appointed by the President with the consent of the Board of Trustees.

Operating Budget

The Village Board has approved the FYE 2026 (May 1 to April 30) operating budget of \$4,602,649.

Location of Village Offices

Village Hall, 5600 Hunter Drive, Richmond IL 60071

Administration	(815) 678-4040
Building Dept.	(815) 678-4040
Police Dept.	(815) 678-4163
Public Works	(815) 678-4040