

VILLAGE OF KENILWORTH

FREEDOM OF INFORMATION ACT

PUBLIC RECORDS STORED BY MEANS OF ELECTRONIC DATA PROCESSING

The Village of Kenilworth stores and maintains electronic data and engages in electronic data processing. Section 5 of the Illinois Freedom of Information Act, 5 ILCS 140/5 provides:

Each public body shall furnish upon request a description of the manner in which public records stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

If requested public records are stored by means of electronic data processing, then the Village will reproduce copies of the records in the format specified by the Requester, if feasible. If the Requester lacks knowledge of computer language or the printout format, the Requester may contact the FOIA Officer who will, to the extent reasonable and feasible, attempt to assist the Requester, which assistance may include:

- Providing the Requester a list of formats to which the Village can convert the records to better allow the Requester to understand the electronic data;
- Providing the Requester a key or brief summary of the format of the record to assist the Requester in understanding various data codes;
- Providing the Requester a printout format that is on paper that is larger than 8 ½ x 11 inches;
- Converting the electronic data to another format that may be easier to understand and/or manipulate by the Requester; and
- Meeting with the Requester to assist the Requester in comprehending the electronic data.

Requests and questions concerning public records stored by means of electronic data processing may be directed to:

Freedom of Information Act Officer
Village of Kenilworth
419 Richmond Road
Kenilworth, IL 60043
Telephone: (847) 251-3908
E-mail: info@vok.org