

Cunningham Township

How to File a Request for Information under the Freedom of Information Act (FOIA)

FOIA Officer - Michelle L. Mayol
Cunningham Township Supervisor

Cunningham Township
205 W. Green
Urbana, IL 61801
Phone (217) 384-4144
Fax (217) 367-7063
E-mail: michelle.township@gmail.com

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How to Obtain Information

Please make your request for records in writing. Cunningham Township does not require the completion of a standard form for this purpose; however, you may use the sample form included in this packet. You may submit your written request by mail, facsimile, or e-mail. **Please direct your request to:**

**FOIA Officer(s) - (1) Michelle L. Mayol, (2) Michelle Higar
Cunningham Township Supervisor's Office
205 W. Green Street
Urbana, IL 61801
(217) 384-4144 phone
(217) 367-7063 fax**

Email: michelle.township@gmail.com, mehigar.township@gmail.com

Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions.

Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.

There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a 15 cent per page charge.

You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition you must include a specific explanation as to why your request for information is in the public interest - not simply your personal interest - and merits a fee waiver.

Please include your name, preferred telephone number(s), mailing address, and if you wish, your electronic mail address.

Cunningham Township shall either comply with or deny a request for public records **within five (5) business days** (day 1 is the day after the request is received) after receipt of the request, unless the time for response is properly extended for not more than five (5) business days from the original due date for any of the following reasons:

1. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. The request requires the collection of a substantial number of specified records;

3. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of the Freedom of Information Act or should be revealed only with the appropriate deletions;
6. The request for records cannot be complied with by the public body within the time limits prescribed without unduly burdening or interfering with the operations of the public body;
7. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

If Cunningham Township does not respond to a request within 5 business days, then that inaction is considered a denial of your request. If that occurs, you can either file a Request for Review with the Attorney General's Public Access Counselor, or file a case in court.

If Cunningham Township denies a FOIA request, the denial must be in writing and reference a specific legal reason under FOIA to justify the non-disclosure. Cunningham Township has the burden of proving by clear and convincing evidence that the information is exempt from disclosure. The denial must also inform the requestor of the right to seek review of the issue by the Public Access Counselor in the Attorney General's office, with the Public Access Counselor's contact information, as well as the right to seek judicial review by filing a court case. The Request for Review must be submitted within 60 calendar days after the date of the final denial from Cunningham Township (or the date upon which the response was due).

To submit a Request for Review by the U.S. Mail., please send the request to:

Sarah Pratt
Public Access Counselor
Public Access Bureau
Office of the Attorney General
500 S. 2nd Street
Springfield, IL 62706

To submit a Request for Review by electronic mail, please e-mail the request to Sarah Pratt, Public Access Counselor, at publicaccess@atg.state.il.us.

General Information

The Town of Cunningham (also called Cunningham Township) is in Champaign County and organized under the constitution and laws of the State of Illinois for the purposes of providing general assistance to the poor and of determining the assessed valuation of real property.

The Town of Cunningham is coterminous with the City of Urbana. Its population is 41,518 (according to <http://urbanaininois.us/>).

Voters residing in The Town of Cunningham elect a Township Supervisor and a Township Assessor for four year terms concurrently with the city election for Mayor. The elected City Clerk of the City of Urbana is also the Town Clerk of the Town of Cunningham, and the City Council of the City of Urbana also serves as the Board of Town Trustees. The Mayor of the City of Urbana is the chair of the Township Board, but does not have voting rights.

The Township Board adopts on an annual basis a Budget and Appropriation Ordinance for the fiscal year which runs from July 01 - June 30 every year.

The office of the Township Supervisor is located at 205 W. Green St., Urbana and the office of the Township Assessor is located at 205 1/2 W. Green St., Urbana; the Town Clerk is located at 400 S. Vine St., Urbana.

Township employees are listed in this document under "Cunningham Township Office Directory", indicating their positions. Cunningham Township contracts with the City of Urbana for janitorial, maintenance and check printing services. The City of Urbana maintains the township parking lot.

The Township Board meets regularly at 7:00pm on the first Monday of each month in the Urbana City Council Chambers, 400 S. Vine Street. The Township Board meets as the Budget Committee, when needed, on the fourth Monday of the month, also at the City of Urbana Council Chambers. Meetings are televised live on the local cable access channel, channel 6.

Records are kept in the office of the **Township Supervisor**, the **Township Assessor** and the **Town Clerk**. The Assessor has records relating to the assessed valuation of real property within the Township. The Supervisor has administrative, financial and general assistance case files. The Town Clerk has records of Town Board actions and related materials. However, all requests should be submitted to the FOIA Officer, Michelle L. Mayol.

CUNNINGHAM TOWNSHIP OFFICE DIRECTORY

Township Supervisor's Office: Phone (217) 384-4144, Fax (217) 367-7063

Township Supervisor: Michelle L. Mayol	205 W. Green St. Urbana, IL. 61801	Email: michelle.township@gmail.com
Caseworker: Deana Landess	205 W. Green St. Urbana, IL. 61801	Email: deana.township@gmail.com
Director of Accounting: Michelle Higar	205 W. Green St. Urbana, IL. 61801	Email: mehigar.township@gmail.com
Support Specialist: Mindy Campbell	205 W. Green St. Urbana, IL. 61801	Email: front.township@gmail.com

Township Assessor's Office: Phone (217) 367-7059, Fax (217) 367-7063

Assessor: Dan Stebbins	205 ½ W. Green St. Urbana, IL. 61801	Email: dstebbins@urbanaininois.us
Chief Deputy Assessor: Jamie Willard	205 ½ W. Green St. Urbana, IL. 61801	Email: jewillard@urbanaininois.us
Deputy Assessor: Kim Hooper	205 ½ W. Green St. Urbana, IL. 61801	Email: klhooper@urbanaininois.us
Deputy Assessor: Katie Moore	205 ½ W. Green St. Urbana, IL. 61801	Email: kmmoore@urbanaininois.us

Town Clerk's Office: Phone (217) 384-2362, Fax (217) 384-2301

Town Clerk: Phyllis D. Clark	400 S. Vine St. Urbana, IL. 61801	Email: pdclark@urbanaininois.us
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Town Board Chair: Phone (217) 384-2456, Fax (217) 384-2426

Chair: Laurel L. Prussing	400 S. Vine St. Urbana, IL. 61801	Email: lprussing@urbanaininois.us
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Town Board Members:

Ward 1: Charlie Smyth	Phone (217) 367-2813	Email: casmyth@urbanailinois.us
Ward 2: Eric Jakobsson	Phone (217) 390-7024	Email: egjakobsson@urbanailinois.us
Ward 3: Carol C. Ammons	Phone (217) 706-7063	Email: ccammons@urbanailinois.us
Ward 4: Bill Brown	Phone (217) 344-3797	Email: bbrown@urbanailinois.us
Ward 5: Dennis P. Roberts	Phone (217) 344-0069	Email: dproberts@urbanailinois.us
Ward 6: Michael P. Madigan	Phone (217) 622-9518	Email: mpmadigan@urbanailinois.us
Ward 7: Diane W. Marlin	Phone (217) 384-1855	Email: dwmarlin@urbanailinois.us

Cunningham Township records are available immediately on-line at:

<http://urbanaininois.us/boards/cunningham-township-board>

Archive Agendas and Minutes for Town Board Meetings
Upcoming Meetings for the Town Board
Recent Meetings of the Town Board
Video of Town Board Meetings
Town Board Chair & Members Contact Information

Financial Reports:

2015 Tax Levy Ordinance
Caseload Graph
FOIA Information
FY 2014-2015 Amended Tentative Budget
FY 2014-2015 Final Budget
General Assistance Information
Township prior YTD Budget & Forecast and Detail Trial

Cunningham Township Property Assessment Information listed by parcel number and/or street name: www.co.champaign.il.us

Other information regarding township duties and regulations:

Township Code (60 ILCS 1)
Property Tax Code (35 ILCS 200)
Illinois Public Aid Code (305 ILCS 5)
lga.gov/legislation

Records Located in the Office of the Supervisor

Accounting Records, Bank Statements & Payroll Records and Related Reports
Audits/Financial Statements
Town Tax Levy Ordinances & Budget and Appropriation Ordinances
Certificates of Publications (Newspaper)
Consolidated Social Service Funding Applications & Agreements
Workfare Agreements
Employee Benefit Information
Employee Job Descriptions
Employee Personnel Files
General Assistance Case Files
General Assistance Handbook
General Assistance Downstate DHS Manual
Township Officials of Illinois Risk Management Association Insurance Coverage
Transfers of Appropriations
Equipment and Supply Purchase Information
Oaths

Records Located in the Office of the Assessor

- Appraisals
- Assessor's Field Book
- Copies of Building Permits
- Computer Assessment Records
- Files on Board of Review Appeals and Decisions
- Files on Property Tax Appeal Board Appeals and Decisions
- Files on Property Tax Exemptions
- Instructions from Supervisor of Assessments
- Manuals and Publications
- Permanent Index Number Maps
- Property Record Cards
- Real Estate Transfer Declarations
- Records of Exempt Property
- Street Address Files

Records Located in the Office of the Town Clerk

- Town Board Agendas
- Town Board Approved Minutes
- Public Hearing Notices and Minutes
- Resolutions
- Ordinances
- Township Budget and Appropriation Ordinance
- Township Audit
- Annual Town Meeting Documentation
- Election Records
- Oaths

Cunningham Township
Freedom of Information Act Request

***Note to Requestor: This form is designed to provide you with helpful guidance on how to submit a FOIA Request to Cunningham Township. You do not need to use this form. You may submit a FOIA request in any written format that you choose. ***

Submit Request to: FOIA Officer – Michelle L. Mayol
 Cunningham Township Supervisor
 Cunningham Township Offices
 205 W. Green Street
 Urbana, IL 61801
 Phone (217) 384-4144
 Fax (217) 367-7063
 E-mail: michelle.township@gmail.com

Date Requested: _____

Request Submitted by: E-mail _____ U.S. Mail _____ Fax _____ In-Person _____

Name of Requestor: _____

Street Address: _____

City/State/Zip: _____

Telephone (Optional) _____ Fax (Optional) _____

E-mail (Optional) _____

Records Requested: *Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.*

Do you want to receive copies of the documents? YES _____ NO _____

Do you want Electronic Copies or Paper Copies? _____

If you want Electronic Copies, in what format? _____

Is this a request for a Commercial Purpose? YES_____ NO_____

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES_____ NO_____

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Revised 01/2015

Cunningham Township
Freedom of Information Act Request
Partially Granted & Partially Denied

Date: _____

Requestor's Name and Address: _____

Dear

Thank you for writing to Cunningham Township with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

Cunningham Township received your request on _____, for the description of records:

Your request is granted in part and denied in part as follows.

_____The number of black and white copies is 50 or less; therefore we have enclosed copies of the following documents that you requested:

_____Of the documents being disclosed, the number of black and white copies is greater than 50, or the copies are color or in a size other than letter or legal. In keeping with the copying fees allowed by the Illinois Freedom of Information Act, 5 ILCS 140/6(b), the cost of your copies is \$_____. Please send a check or money order made payable to Cunningham Township.

_____Cunningham Township is denying your request for the remaining documents for the following reasons:

You have the right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217)782-1396
E-mail: publicaccess@atg.state.il.us

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

Sincerely,

Michelle L. Mayol, FOIA Officer
Cunningham Township
205 W. Green Street
Urbana, IL 61801
Phone (217) 384-4144
Fax (217) 367-7063
E-mail: michelle.township@gmail.com

Revised 01/2015

Cunningham Township
Freedom of Information Act Request Granted

Date: _____

Requestor's Name and Address: _____

Dear

Thank you for writing to Cunningham Township with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

Your request for document(s) received by Cunningham Township has been granted. Cunningham Township received your request on _____, for the description of records:

_____The number of black and white copies is 50 or less; therefore we have enclosed copies of the documents that you requested.

_____The number of black and white copies is greater than 50, or the copies are color or in a size other than letter or legal size. In keeping with the copying fees allowed by the Illinois Freedom of Information Act, 5 ILCS 140/6(b), the cost of your copies is \$_____. Please send a check or money order made payable to Cunningham Township.

Sincerely,

Michelle L. Mayol, FOIA Officer
Cunningham Township
205 W. Green Street
Urbana, IL 61801
Phone (217) 384-4144
Fax (217) 367-7063
E:mail: michelle.township@gmail.com

Revised 01/2015

Freedom of Information Act
Request for Review by Public Access Counselor (PAC)

****Note to Requestor: You must file a Request for Review within 60 days of the date on which the public body denied your FOIA request. ****

Requestor's Name and Address: _____

Telephone Number:

E-mail Address (optional):

I hereby submit this request for the Public Access Counselor to review the denial of my FOIA request.

Date on Which **Cunningham Township** Denied the FOIA Request: _____

Attach the following documents:

_____ Copy of FOIA Request. *****Note: The Public Access Counselor will NOT accept this Request for Review unless a copy of the FOIA Request denied by the public body is attached. *****

AND

_____ Any response from the Public Body. ****Note: In order to facilitate the Public Access Counselor's review of this issue, please provide a copy of Cunningham Township's complete response to the FOIA request. This may include documents or correspondence from Cunningham Township, as well as a written summary of any oral communications. ****

OR

_____ Cunningham Township never responded.

Signature of Requestor: _____

Date: _____

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Cunningham Township
Freedom of Information Act
Pre-Approval of Use of Exemption 7(1)(c) or 7(1)(f)

Before denying a request, in whole or part, based on an exemption in Section 7(1)(c) or 7(1)(f) of the Freedom of Information Act, provide written notice to the Public Access Counselor and the requestor of the intent to deny the request on this basis. 5 ILCS 140/9.5(b). Completing and submitting this form to the Public Access Counselor and to the requestor will constitute written notice of the public body's intent to deny the requestor's FOIA request in whole or in part based upon the exemption in Section 7(1)(c) or 7(1)(f) of the Freedom of Information Act.

Cunningham Township
Michelle L. Mayol, FOIA Officer
205 W. Green Street
Urbana, IL. 61801
Phone (217) 384-4144
Fax (217) 367-7063
E-mail: michelle.township@gmail.com

Signature of FOIA Officer

Date

Exemption claimed by Cunningham Township (check which applies):

_____ The requested records contain personal information and the disclosure of this information would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)

_____ The requested records are preliminary drafts, notes, recommendations, memoranda or other records in which opinions are expressed, or policies or actions are formulated. 5 ILCS 140/7(1)(f)

Revised 01/2015

Proposed response to the requestor's FOIA request by Cunningham Township:

Detailed summary of the basis for asserting the exemption:

****ATTACH A COPY OF THE FOIA REQUEST****

The Public Access Counselor will not accept this Notice of Pre-Approval without attachment of a copy of the FOIA request in question.

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