



## FREEDOM OF INFORMATION ACT

### SUMMARY OF PROCEDURES

The City of Waterloo (the "City"), Monroe County, Illinois, maintains comprehensive Rules and Regulations Implementing the Illinois Freedom of Information Act (the "FOIA Rules"), which provide procedures, instructions, and forms for obtaining City public records.

This document provides a brief summary of the City's FOIA Policies and Procedures.

Requests to inspect, copy, or certify public records may be submitted to the City in writing or via email, telephone and facsimile. The City encourages requestors to submit their requests on the convenient form provided by the City, which is available at the City Hall and on the City's website. The City will respond to each request to inspect, copy, or certify public records in a manner consistent with the Illinois Freedom of Information Act.

Copies of public records will be provided upon payment of a copying fee, if applicable, as provided in Section IV of the FOIA regulations. If requested, copies of public records will be mailed after the City receives payment of the actual cost of postage.

Requests and other communications regarding City records relating to a request to inspect, copy, or certify public records; requests for copies of the FOIA Rules; and, all requests for any other information relating to the City's implementation of the Illinois Freedom of Information Act must be directed to either:

City of Waterloo  
Tamara Kujawa  
100 West Fourth Street  
Waterloo, Illinois 62298

618.939.8600 ext.225  
618.939.8988 – fax  
tkujawa@waterloo.il.us

City of Waterloo  
Shawn Kennedy  
100 West Fourth Street  
Waterloo, Illinois 62298

618.939.8600 ext.207  
618.939.8988 – fax  
skennedy@waterloo.il.us

Waterloo Police Dept.  
Sherri Voelker  
301 South Main Street  
Waterloo, Illinois 62298

618.939.3377  
618.939.6462 – fax  
svoelker@waterloo.il.us

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The foregoing information is provided pursuant to Section 4(b)  
of the Illinois Freedom of Information Act, 5 ILCS 140/4(b).

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