#### FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act ("FOIA") is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5 ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

## BACKGROUND ABOUT THE BRISTOL TOWNSHIP ASSESSOR'S OFFICE

#### **PURPOSE:**

- The mission of the Bristol Township Assessor's Office is to fairly and equitably assess all real property in the jurisdiction according to State statute.
- Discover, list and value all real property in the Township's jurisdiction
- Ensure that each property is at the statutory level of market value (33.33%)
- Keep current records of each parcel (i.e. sales records, property owner names and addresses, changes to property characteristics)
- Assure that similar properties are equitably valued
- Help property owners in understanding the assessment process in a professional and courteous manner
- Submit a budget request to the Township Board annually

**OFFICE:** The contact information the Bristol Township Assessor's office is listed at the bottom of this page. The Bristol Township Assessor's office employs 4 full time employees. A block diagram is posted below

BUDGET: The total operating Budget for the Bristol Township Assessor's Office for the Fiscal Year April 2025 through March 2026 is: \$236,500.

#### **GENERAL INFORMATION:**

In compliance with the FOIA statute, The Bristol Township Assessor's Office will respond to requests for information that are submitted in writing. Request should contain your name, address, the date of the request, a daytime phone number, exactly what it is you are requesting, and how you would like to receive that information. Please make your written request for information as specific as possible in order to expedite the processing of your request. An email submission is considered to be written in writing. This office is providing a form for you to use, but our provided form is not required.

Requests will be responded to within 5 business days after the public body receives the request. Day 1 of the 5 day timeline is the first business day after the request is received by the public body. If additional time is needed, that time period may be extended for an additional 5 business days from the date of the original due date. If additional time is needed the public body must notify the requester in writing within 5 business days after the receipt of the initial request along with the statutory reasons for the extension and when the requested information will be produced.

Phone: 630-553-3940

# PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS FROM THE BRISTOL TOWNSHIP ASSESSOR'S OFFICE

<u>FOIA REQUESTS:</u> Any person may obtain public record for inspection or copying by submitting a completed Public Records Request form (Listed next page) or a written request to the following FOIA Officer for the Bristol Township Assessor's Office. The Bristol Township Assessor's Office will respond to all FOIA and all other applicable federal and state laws.

**FOIA OFFICERS:** All FOIA Requests to the Bristol Township Assessor's Office should be given to the following State Certified FOIA Officer: Ryan Cyr, Deputy Assessor - Bristol Township Assessor's Office email: bta9075@gmail.com

**COPY COSTS:** Except when a fee is otherwise fixed by statute, the Planning, Building & Zoning Department will charge the following rates for copies of requested records:

Type of Document	Fee
Black and white, letter or	.35 cents per page **
legal sized copies	
Any other size	1.00 per page **
Computer disc, tape-cassette,	The actual cost for the
compact disc, and/or any	computer disc, tape-
other recording medium	cassette, compact disc,
	and/or other recording
	medium

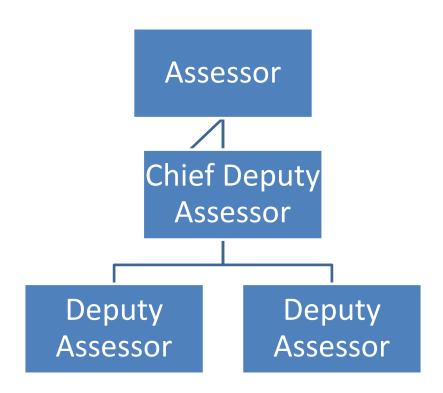
<sup>\*\*</sup>These fees are per Illinois Statute 35ILCS 200/14-30

Phone: 630-553-3940

#### Freedom of Information Act Request Form

Name:	
Address:	
Phone Number:	
Email Address:	
Date of Request:	
<b>REQUESTED RECORDS:</b> Please describe the Please be specific in your request.	e public records you are requesting in the space below.
Do you wish to inspect or receive a copy of the req	
Do you wish to receive the requested records in har Hard Copy	rd copy or electrical form, if available?  Electronic Form, if available
Is your request made for a commercial purpose as of	defined by the Freedom of Information Act? (i.e., do
you intend to sell the requested records or use the r	ecords in advertisement?)
Yes No	
Requestor's Signature	
Return completed FOIA Request forms to the Bristol To <a href="mailto:bta9075@gmail.com">bta9075@gmail.com</a> , faxing to 630-553-5067, or delive 60512.	
If your request is denied, you may file and appeal to: Pu Street, Springfield, IL 62701; fax to 217-782-1396; or e	ablic Access Bureau, Illinois Attorney General, 500 S. 2nd email to <a href="mailto:public.access@ilag.gov">public.access@ilag.gov</a> .
FOR OFFICE USE ONLY	
Date and Time of Receipt:	Request Denial Reason, if applicable:
How Request was Sent:	
FOIA Officer's Initials:	
Date and Time of Response:	<u> </u>

Phone: 630-553-3940



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