

Freedom of Information Act (FOIA)

Under FOIA (5 ILCS 140/1-17), records in possession of government agencies may be accessed by the public upon written request. A public record may be any record, report, form, writing, letter, memoranda, book, paper, map, photograph, card, tape recording, electronic data processing record, recorded information and all other documentary material received, possessed or under control of a public body.

FOIA requests should be submitted to the Department's FOIA Officer:

Freedom of Information Officer
Margaret Foust
Illinois Department of Labor
160 N. LaSalle St, Ste. C-1300
Chicago, IL 60601

E-mail: margaret.foust@illinois.gov
Telephone: (312) 793-1805

When making a FOIA request, be as specific as possible. The request should include a file/case number (if applicable) and the specific information needed for your inquiry, e.g. whether requesting copies of certain investigative documents, inspections or both. A focused, specific request will aid in avoiding any delays to your request. At times, it might be necessary for the FOIA Officer to contact you to clarify your request. To aid in avoiding any delays, please provide the following in your request:

- 1) The requestor's full name, address and phone number;
- 2) A description of records sought, being as specific as possible and
- 3) Whether the request is for copies of records or inspection of records.

As of January 1, 2010, the requestor will be informed within 5 working days of the status of the request (e.g. approved, denied or delayed). Electronic submissions are also accepted and can be emailed to: margaret.foust@illinois.gov. All electronic submissions will be downloaded at 3:00 pm each work day. Any submission received after that time will be deemed to have been received the following business day.

Per statute, the first 50 pages of black and white copies are free. Thereafter, the fee charged is \$.15 per page. Additional fees for certification of records are charged at \$1.00 per certification.