



# GREENE COUNTY

Freedom of Information Act (FOIA) Request Form

## Our Commitment to Transparency

Greene County is dedicated to providing **open, transparent, and accessible government** for all residents. In recent years, the County has expanded access to public information and made it easier to obtain records and services.

Many records are available online or through County offices—often without the need for a formal FOIA request.



### Examples of Information Available to the Public

- ✓ County Board agendas and minutes
- ✓ Ordinances and resolutions
- ✓ Budget and financial summaries
- ✓ Audit reports
- ✓ Meeting schedules and locations
- ✓ Court-related records

### ! Important Note

County Board meeting minutes are considered draft documents until they are formally approved at a subsequent meeting.

### ? Need Assistance?

This guide is designed to help direct you to the appropriate Greene County office for your request and ensure you receive information as efficiently as possible.

— *Serving the Citizens of Greene County, Illinois* —

# TABLE OF CONTENTS

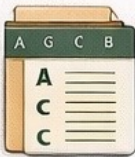
How to Submit a Freedom of Information Request Form .....	2
Freedom of Information Officers Directory .....	3
Freedom of Information Act Records Form .....	4

## How to Submit a Freedom of Information Request



### Prepare Your Request in Writing

- ✔ Write a clear and specific request for the records you need.



### Select the Right Office

- ✔ Identify the appropriate County department from the Freedom of Information Officers Directory.



### Choose Your Delivery Method

- ✔ Submit your request via mail, fax, or email using the contact information from the directory.



### Provide Your Contact Information

- ✔ Include your name, contact number, mailing address, and email for follow-up.



### Await Response

- ✔ You will receive a response within 5 business days, unless an extension is necessary.

# FREEDOM OF INFORMATION OFFICERS

## CIRCUIT CLERK\*

**FOIA Officer:** Shirley Thornton, Circuit Clerk

519 N Main St, Carrollton IL 62016

**Telephone:** 217.942.3421 • **E-mail:** greencountycircuitclerk@gmail.com

## CORONER

**FOIA Officer:** Brady Milnes, Coroner

P.O. Box 62, Roodhouse, IL 62082

**Telephone:** 217.371.4912 • **Office Fax:** 217.670.6054

**E-mail:** bmilnes@greencountyil.org

## COUNTY BOARD

**FOIA Officer:** Melissa Carter, County Clerk

519 N Main St, Carrollton IL 62016

**Telephone:** 217.942.5443 • **E-mail:** mcarter@greencountyil.org

## COUNTY CLERK, ELECTIONS & RECORDER OF DEEDS

**FOIA Officer:** Melissa Carter, County Clerk

519 N Main St, Carrollton IL 62016

**Telephone:** 217.942.5443 • **E-mail:** mcarter@greencountyil.org

## HIGHWAY DEPARTMENT

**FOIA Officer:** Aaron Haverfield, P.E.

377 E State Rt. 108, Carrollton IL 62016

**Telephone:** 217.942.6941 • **E-mail:** ahaverfield@greencountyil.org

## PROBATION & COURT SERVICES DEPARTMENT

**FOIA Officer:** Corinne Briscoe, Chief Probation Officer

526 N Main St, Carrollton IL 62016

**Telephone:** 217.942.3414 • **E-mail:** cbriscoe@macoupincountyil.gov

## PUBLIC DEFENDER'S OFFICE

**FOIA Officer:** Elliot Turpin

519 N Main St, Carrollton IL 62016

**Telephone:** 217.942.5444 • **E-mail:** eturpinpublicdefender@gmail.com

## PUBLIC HEALTH DEPARTMENT

**FOIA Officer:** Molly Peters, Public Health Administrator

310 Fifth St, Carrollton IL 62016

**Telephone:** 217.942.6961 • **Fax:** 217.942.3904

**E-mail:** mpeters@greencountyhd.org

## SHERIFF'S OFFICE

**FOIA Officer:** Robert McMillen, Sheriff

403 Seventh St, Carrollton IL 62016

**Telephone:** 217.942.6901 • **Fax:** 217.942.6041

**E-mail:** greeneco.108@gmail.com

## STATE'S ATTORNEY'S OFFICE

**FOIA Officer:** Craig Grummel, State's Attorney

519 N Main St, Carrollton IL 62016

**Telephone:** 217.942.6989 • **E-mail:** greencountysao@gmail.com

## SUPERVISOR OF ASSESSMENTS OFFICE

**FOIA Officer:** Jill Waldheuser

519 N Main St, Carrollton IL 62016

**Telephone:** 217.942.6412 • **Email:** jwaldheuser@greencountyil.org

## TREASURER'S OFFICE

**FOIA Officer:** Phil Warren, County Treasurer

519 N Main St, Carrollton IL 62016

**Telephone:** 217.942.6412 • **E-mail:** pwarren@greencountyil.org

\*\* The Circuit Courts, including the Circuit Clerk's office, is not a FOIA office as in Illinois, the Freedom of Information Act only applies to the Legislative and Executive branches of government and does not apply to the **Judicial Branch**, 5 ILCS 140/2(a). Our records are open to the public, unless restricted by statute or impounded by a Court Order.



# GREENE COUNTY

## GREENE COUNTY FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

**Note to Requestor:** You have the right to submit a FOIA request via any method, but this form is provided for your convenience. Use of this form is not required by the public body. Please retain a copy of your request for your records.

**Request submitted to:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**Request submitted by:**  Email  U.S. Mail  Fax  In Person

### REQUESTOR'S INFORMATION

**Name of Requestor:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone (optional):** \_\_\_\_\_ **Email (optional):** \_\_\_\_\_

### RECORDS REQUESTED

Please describe in detail the public records you wish to receive. Providing as much specific description as possible will allow the public body to identify the records sought. You may attach additional pages if needed.


Do you want copies of the documents?  YES  NO

– Do you want paper copies or electronic copies? \_\_\_\_\_

– If you want electronic copies, in what format? \_\_\_\_\_

Is this 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 by the public body. 5 ILCS 140.3.1(c)).

**Signature (optional):** \_\_\_\_\_ **Date:** \_\_\_\_\_