

# FOIA Frequently Asked Questions

**Q: How do I submit a FOIA request?**

**A:** Your request must be in writing and must clearly describe the information being sought. Use of the IEMA FOIA form is recommended, but not mandatory. You can fax your request to (217)/524-3698, complete the [online FOIA request form](#) or send in by US Mail, or special carrier, addressed to:

Illinois Emergency Management Agency  
Attn: FOIA Officer  
1035 Outer Park Dr.  
Springfield, IL 62704

**Q: What happens after I submit my FOIA request?**

**A:** All requests are processed as received. Pursuant to the Freedom of Information Act (5 ILCS 140/3), the Agency will respond within 7 working days of receipt of request. If the requested information is not readily available, a deferral will be sent stating such.

If the FOIA response contains more than 4 inches of paper documents or multi-media format items, the requestor will be notified and advised of options for viewing or copying the files, these options include:

- Scheduling an on-site review of the records at IEMA in Springfield;  
SPECIAL NOTE: SOME TYPES OF DOCUMENTS REQUIRE ON-SITE INSPECTION DUE TO THE SENSITIVE NATURE OF THE INFORMATION CONTAINED THEREIN. IEMA WILL NOTIFY THE REQUESTOR AND ATTEMPT TO SCHEDULE A CONVENIENT TIME FOR THE INSPECTION OF THESE PARTICULAR RECORDS.
- Hiring of a service by the requestor to copy the files; or
- Notification of the copy fees that will be incurred by the requestor. Once payment is received, the requested information will be sent out.

**Q: Is there a charge for records? And, if so, do I send payment with my request?**

**A:** The basic charge for copying documents is \$0.15 per page if more than 10 pages. **Do not send any pre-payment checks with your FOIA request.** If a fee is charged, the Agency will notify the requestor of the charge. Once payment is received the requested information will be sent out. **Payment by credit card or debit card is not allowed.** Payment is required by check or money order payable to "IEMA." **No documents will be sent until receipt of payment.**

**Q: Can I submit a FOIA request to automatically receive future records or updates concerning ongoing IEMA programs or conservation projects?**

**A:** No. The FOIA is not an automatic information updating service like a news subscription. To obtain future information and/or updates, you must submit a separate FOIA request. However, to avoid excessive fees or duplicate records, you may limit your request scope for documents by date (i.e. “all records for the years of \_\_\_\_\_ to \_\_\_\_\_” or “all records since \_\_\_\_\_”). You should also check the IEMA website for various program/project updates to help focus your requests.

**Q: What do I do if I disagree with the denial of my FOIA request?**

**A:** Pursuant to 2 Ill. Adm. Code 1076.300, you can file an appeal in writing and send to: Illinois Emergency Management Agency, 1035 Outer Park Dr., Springfield, IL 62704. Attention FOIA Appeal. The notice of appeal shall include a copy of the original request, a copy of the denial received and a statement of reasons why the appeal should be granted.

**Q: Can I find IEMA documents on the internet?**

**A:** Yes. Many documents that IEMA possesses, as well as other pertinent FOIA information can be found on this website.