

Freedom of Information Act Officers

The Freedom of Information Act (FOIA) requires that all public bodies designate one or more officials or employees to act as a Freedom of Information Act Officer (FOIA Officer). These FOIA Officers (or their designees) shall receive requests for records, ensure that the public body responds to the requests in a timely fashion, and issue responses under FOIA. The FOIA Officer also shall develop a list of documents or categories of records that the public body shall immediately disclose upon request. 5 ILCS 140/3.5(a).

FOIA Electronic Training

FOIA Officers must successfully complete the electronic training developed by the Public Access Counselor (PAC) on an **annual basis**. 5 ILCS 140/3.5(b). When a public body designates a new or additional FOIA Officer, that person must successfully complete the electronic training within 30 days after that designation. The PAC's electronic training is available here:

<https://illinoisattorneygeneral.gov/open-and-honest-government/pac/pac-training/>

FOIA Officer Contact Information

FOIA Officers are not required to register with the PAC. When registering for the PAC's electronic training, however, FOIA Officers will be asked to provide the name of their public body and their contact information, and to identify themselves as a FOIA Officer. If a trainee identifies themselves as the FOIA Officer for a public body, the PAC will be able to contact that person with any updates or other communications.

Section 4(b) of FOIA requires each public body to prominently display at each of its administrative or regional offices, make available for inspection and copy, send through the mail if requested, and post on its website (if it has one), a brief description of the methods whereby the public may request information and public records, including the address where FOIA requests should be directed.