

## Requests for Public Records

All requests to inspect, copy, or certify public records must be submitted to the City of Urbana in writing. The City encourages requestors to submit their requests through the online portal on the City's website at [www.urbanaininois.us](http://www.urbanaininois.us). Requests also may be submitted by mail to City of Urbana FOIA, 400 S. Vine Street, Urbana, IL 61801, in person at the City Clerk's Office, by email to [CityClerk@urbanaininois.us](mailto:CityClerk@urbanaininois.us), or by facsimile to 217-384-2301. All requests must include the requester's name, complete contact information (address, phone number, email address), a clear description of the records requested, and whether or not you are a commercial requester.

When making your request, please be as specific as possible in identifying the types of records you wish to inspect or copy and the particular topic or subject of your interest. For example, if you seek email messages, please provide the account holder's name, the date range to search, and the search terms you would like the City to use. If your request is overly broad – for example, if you ask for any and all records in a general category – your request may cause an undue burden on the City and result in a delayed response, high copying fees, or a denial of your request.

### FOIA Fees

Unless fees are waived or reduced under section 6(c) of FOIA, 5 ILCS 140/6, or as provided below, each requestor must pay the below fees for copying, certifying, or delivering public records. All fees must be paid before the release of public records.

Item	Fee
Copies – black and white, letter, or legal sized	No fee will be charged for the first 50 pages of black and white, letter, or legal sized copies. A fee of 15 cents will be charged for any additional pages, color copies, or copies in other sizes
Commercial requests	\$10 for each hour (after 8 hours) spent searching for and retrieving a requested record or examining the record for necessary redactions, plus the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with the City

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Voluminous requests produced in electronic format –  
PDF format:

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▪ not more than 80 megabytes of data	\$20
▪ more than 80 megabytes but not more than 160 megabytes of data	\$40
▪ more than 160 megabytes of data	\$100

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Voluminous requests produced in electronic format –  
not in PDF format:

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▪ not more than 2 megabytes of data	\$20
▪ more than 2 but not more than 4 megabytes of data	\$40
▪ more than 4 megabytes of data	\$100

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Certifying a record	\$1
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Flash drive (4-gigabyte capacity)	\$7.97
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DVD (4.7-gigabyte capacity)	\$0.38
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The City offers a \$20 credit to each requester against FOIA fees incurred during any 12 months. The credit applies only to FOIA cases opened on or after September 1, 2020.

The City's Freedom of Information Officer is Ross McNeil. Questions about FOIA may be directed to him by email at [rcmcneil@urbanaininois.us](mailto:rcmcneil@urbanaininois.us).