

CITY OF NAPERVILLE FOIA RULES AND REGULATIONS

Section 1. Freedom of Information Act (FOIA) Requests.

1.1 The Freedom of Information Act (FOIA or the Act) is a state statute (5 ILCS 140/1 *et seq.*) that provides a straight-forward, easy-to-use method for the public to access public records. Any person who wishes to obtain copies of or inspect public records of the City of Naperville may submit a FOIA request as set forth in these rules and regulations.

1.2 All FOIA requests shall be in writing, though no particular form is required. When submitting a FOIA request please clearly describe the public records you are seeking and include a timeframe if applicable. Please indicate whether the request is for a commercial purpose.

1.3 As a cybersecurity measure, the City will not open electronically attached files or hyperlinks to view or access details of a FOIA Request. The request must be included in the body of the submission.

1.4 As provided in the Act the City may require a FOIA requester to verify orally or in writing that the requester is a person.

1.5 Requests for records should specify whether the requester would prefer to receive paper copies or electronic copies. The City will comply with the requester's preference if feasible. If paper copies are preferred, the requester should also indicate whether they would prefer to have records mailed to them or if they would prefer to pick them up in person.

1.6 FOIA fees are outlined in Section 5 below.

1.7 To ensure timely processing and response, FOIA requests may only be submitted to the City as set forth in Sections 2 and 3 below.

1.8 Certain records, or portions of records, are exempt from disclosure under FOIA. If records responsive to a FOIA request are exempt in whole or in part, the applicable FOIA exemptions will be cited and the records either not disclosed or redacted accordingly.

1.9 Certain records have already been designated as not requiring a FOIA request. See: [Documents Not Requiring a FOIA](#) (PDF)

1.10 FOIA requests not submitted in accordance with these Rules and Regulations shall not be considered received.

Section 2. Submitting a FOIA Request Electronically for City of Naperville Records.

Electronic/online FOIA requests for Naperville Police Department Records and for all other non-Police Department City of Naperville records must be submitted to City FOIA Officers either by clicking the **Submit a FOIA Request** button on this page, which is available 24 hours

a day, 7 days a week or by sending an email to NapervilleClerks@naperville.il.us and specifying "ATTENTION-FOIA OFFICER". FOIA requests may also be submitted to the Naperville Police Department by facsimile/FAX at (630) 305-4052.

Section 3. Mailing or dropping off a FOIA Request for City of Naperville Records.

In lieu of submitting FOIA requests electronically, FOIA requests may also be mailed or dropped off in person to a FOIA Officer either at the Naperville Police Department or at the Naperville Community Services Department as set forth below.

3.1 FOIA requests for Naperville Police Department Records may be:

- (1) Mailed to the Naperville Police Department at 1350 Aurora Avenue, Naperville, IL 60540, ATTENTION: FOIA OFFICER.
- (2) Dropped off in person to a FOIA Officer at the Naperville Police Department located at 1350 Aurora Avenue, Naperville, IL 60540 Mondays through Fridays from 8 a.m. to 5 p.m. (closed on holidays). (Tel. [630-420-6157](tel:630-420-6157))

3.2 FOIA requests for all non-Police Department City of Naperville records may be:

- (1) Mailed to the Naperville Municipal Center at 400 South Eagle Street, Naperville, IL 60540, ATTENTION: COMMUNITY SERVICES DEPARTMENT/FOIA OFFICER.
- (2) Dropped off in person to a FOIA Officer at the Naperville Community Services Department located on the first floor of the Naperville Municipal Center, 400 South Eagle Street, Naperville, IL 60540 Mondays through Fridays from 8 a.m. to 5 p.m. (closed on holidays). (Tel. [630-305-5300](tel:630-305-5300))

Section 4. Receipt of FOIA Requests; Responses.

4.1 FOIA requests submitted in the manner required by Sections 2 and 3 above shall be deemed received by the City as follows:

4.1.1 FOIA requests received prior to 5 p.m. on a business day shall be deemed received on that day.

4.1.2 FOIA requests received after 5 p.m. on a business day shall be deemed received on the next business day.

4.1.3 FOIA requests received on weekends or holidays shall be deemed received on the first business day following receipt.

4.2 The City will respond to FOIA requests in accord with the requirements of the Act so long as requests are submitted in the manner designated in Sections 2 or 3 above.

Section 5. Fees for FOIA Records.

5.1 Standard fees.

- CD/DVD - \$1
- Photo Proof Sheet - \$1.35
- Accident Reports - \$5
- Accident Reconstruction Reports - \$20
- Paper copies (color) after the first 50 pages (first 50 pages free) - \$0.15
- Paper copies (B/W) after the first 50 pages (first 50 pages free)- \$0.05
- Plat - \$0.50

5.2 The fees set forth in Subsection 5.1 above may be reduced or waived, as determined by the City, if the requester states the specific purpose for the request and indicates that a reduction or waiver of the fee is in the public interest.

5.3 Fees for Voluminous and Commercial FOIA requests are subject to alternate fee provisions set forth in the Act.

Section 6. More Information.

If you have questions regarding FOIA requests for Naperville Police Department records, please contact a FOIA Officer at 630-420-6157.

If you have questions regarding FOIA requests for City records other than Naperville Police Department Records, please contact a FOIA Officer at 630-305-5300.

For additional information regarding FOIA, see the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. and the Illinois Attorney General's Office website at <https://illinoisattorneygeneral.gov/Open-and-Honest-Government/>.

*City of Naperville FOIA Rules and Regulations approved by Douglas A. Krieger, City Manager, on June 24, 2026