



Freedom of Information Act Requests for Electronic Records
Instructions

1. Pursuant to Section 5 of the Freedom of Information Act (5 ILCS 140/5), “[e]ach public body shall furnish upon request a description of the manner in which public records stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.”
2. Requestors may request public records in an electronic format from the Department by including in their FOIA request a statement that the requestors prefer the records to be delivered in an electronic format and by providing an e-mail address where the electronic records can be delivered.
3. Upon receiving a request for public records in an electronic format or if the public records are only maintained in an electronic format, the FOIA Officer will respond to the FOIA request and unless exempt, will deliver the electronic records to the requestor via the requestor’s e-mail address, if feasible. If the requestor requests the electronic record to be delivered in a means other than by e-mail, the Department may charge the requestor for the actual cost of purchasing the requested medium, such as disk, DVD, or flash drive.
4. If the records are maintained in an electronic format which cannot be submitted to the requestor electronically, the FOIA Officer will provide the requestor a printout of the records.
5. Requestors may request an explanation of the electronic records or printout from the FOIA Officer if the records are not comprehensible because of the requestor’s lack of knowledge of computer language or printout format.
6. If the electronic records or printouts are in a format which are not easily comprehensible to persons who lack knowledge of computer language or printout format, the FOIA Officer will provide a verbal or written explanation of the records in the FOIA response.