

## **ILLINOIS CAPITAL DEVELOPMENT BOARD**

### **ILLINOIS FREEDOM OF INFORMATION ACT REQUEST**

#### **PROCEDURES**

Requests for Capital Development Board records under the Freedom of Information Act may be submitted to the Freedom of Information Officer at the following address:

Capital Development Board  
401 South Spring Street  
3<sup>rd</sup> Floor  
Springfield, IL 62706  
Attn: Freedom of Information Act Officer

CDB does not accept requests via telephone. Facsimile requests will be honored at 217-524-0565 and e-mail requests will be honored at [CDB.FOIA@Illinois.gov](mailto:CDB.FOIA@Illinois.gov).

When submitting a FOIA request, please be as specific as possible and clearly describe the documents being sought, or documents you wish to inspect, including the project/contract numbers and a description of the project if applicable. Please include your name, affiliation, address and phone number.

Upon receipt of your request, the FOIA Officer will review your request and respond within 5 business days of receipt of the request. Responses may include but are not limited to a full disclosure of documents, a disclosure of documents with certain information redacted, a notification that CDB needs up to an additional 5 business days to respond, or a denial or partial denial of your request due to certain exemptions under the Act.

CDB may charge fees reasonably calculated to reimburse its actual cost for reproduction and for the use by any person of the equipment of the public body to copy records. CDB may waive fees if “the requester states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest” in accordance with 5 ILCS 140/6 (b).