

# 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 on an annual basis.** 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.

## **FOIA Officer Registration**

FOIA Officers are not required to register with the Public Access Counselor. When taking the electronic training, however, FOIA Officers will have an opportunity to provide their contact information and register with the Public Access Counselor. If a FOIA Officer registers during the electronic training process, the Public Access Counselor's Office will be able to contact that FOIA Officer with any updates or other communications.