

## FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act ("FOIA") is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

### **BACKGROUND INFORMATION**

**PURPOSE:** The Jo Daviess County Geographic Information System (GIS) & Information Technology (IT) Department is responsible for providing GIS services and products for use by County employees and officials as well as the general public; administration and continued development of the Jo Daviess County Government website; and information technology/computer network support for all County Departments and Offices. Overall responsibilities include:

- Providing GIS services and products to County employees and officials as well as the general public
- Administration and continued development of the Jo Daviess County website
- Providing information technology/computer network support for all County departments and offices

**EMPLOYEES:** The Jo Daviess County GIS/IT Department employs five (5) full-time employees.

**BUDGET:** The Jo Daviess County GIS/IT Department uses two operating budgets – the GIS Automation Fund budget for GIS expenses and the Information & Communication Technology budget in the County General Fund for IT-related expenses. The total GIS Automation Fund operating budget for the Fiscal Year 2024 is \$293,096. The total Information & Communication Technology operating budget for the Fiscal Year 2024 is \$489,824.

**BOARDS:** The Jo Daviess County GIS/IT Department reports to the County Administrator, the Jo Daviess County Board and the Jo Daviess County Board Information & Communication Technology Committee. A listing of committees and committee members is attached as Exhibit 2.

**JO DAVIESS COUNTY GIS/IT DEPARTMENT**  
**330 NORTH BENCH STREET, ROOM 101**  
**PHONE: (815) 776-9297    FAX: (815) 777-9422**  
**EMAIL: [gis@jodaviesscountyl.gov](mailto:gis@jodaviesscountyl.gov)**

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**PROCEDURE FOR REQUESTING RECORDS**

**FOIA REQUESTS:** Any person may request public records for inspection or copying by completing and submitting a Request For Public Records form via U.S. Mail, E-mail, Facsimile or in person; or by any written or verbal request to any of the below designated FOIA Officers. Responses will be sent in the designated time periods allowed for all FOIA requests in accordance with the procedures set forth in FOIA and all or applicable federal and state laws.

**FOIA OFFICERS:** All FOIA requests to the Jo Daviess County GIS/IT Department should be given to one of the following FOIA Officers:

Joe Kratcha, IT/GIS Director  
Diane LaScala, GIS/Website Technician  
330 North Bench Street, Room 101  
Galena, IL 61036  
Telephone: (815) 776-9297  
Facsimile: (815) 777-9422  
E-Mail: [gis@jodaviesscountyl.gov](mailto:gis@jodaviesscountyl.gov)

**COPY COSTS:** Except when a fee is otherwise fixed by statute, the Jo Daviess County GIS/IT Department will charge the following rates for copies of requested records:

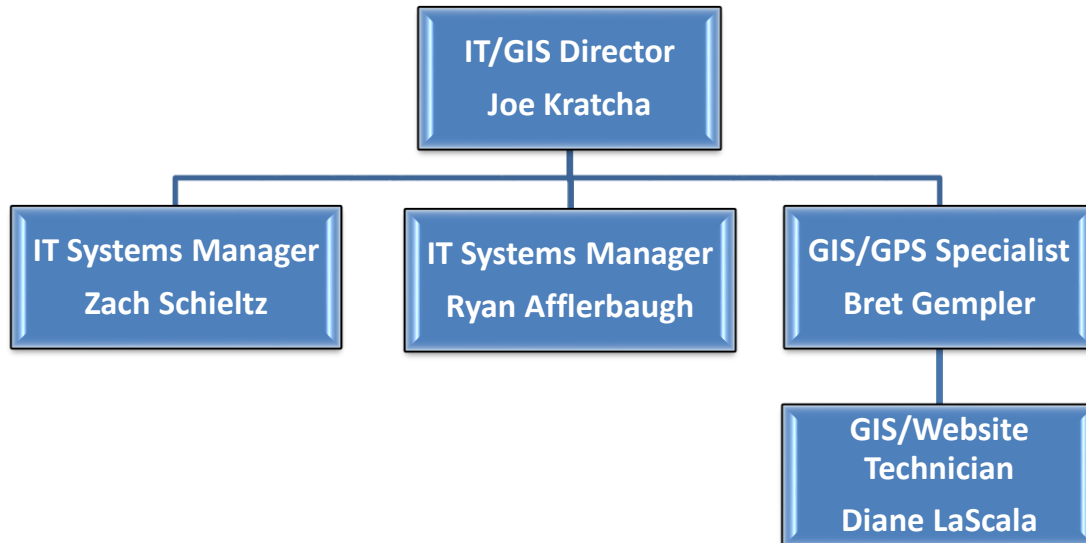
<b>TYPE OF DOCUMENT</b>	<b>FEE</b>
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	Actual cost
Black and White 24" x 36"	Actual cost
Color 24" x 36" and other oversized copies	The actual cost charged to the County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

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**EXHIBIT 1**

**Jo Daviess County GIS/IT Department  
Organizational Chart**



**JO DAVIESS COUNTY GIS/IT DEPARTMENT**  
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## **EXHIBIT 2**

### **Jo Daviess County GIS/IT Department Boards & Committees**

#### **Jo Daviess County Board Information & Communication Technology Committee**

- Tina Brandel, Chair
- Steve Endress, Vice-Chair
- Dan Holcomb
- Lynn Gallagher
- John Grizzoffi
- LaDon Trost, County Board Chair

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**CATEGORIES OF RECORDS MAINTAINED BY  
THE JO DAVIESS COUNTY GIS/IT DEPARTMENT  
THAT MAY BE PRODUCED PURSUANT TO  
ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

The following categories of records under the possession and control of the Jo Daviess County GIS/IT Department may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act (FOIA):

- Budget information (available at [www.jodaviesscountyil.gov](http://www.jodaviesscountyil.gov) and does not require a FOIA request)
- FOIA requests/responses
- approved Information & Communication Technology Committee meeting minutes (available at [www.jodaviesscountyil.gov](http://www.jodaviesscountyil.gov) and do not require a FOIA request)
- GIS/IT contracts for products/services provided by vendors

**\*\* PLEASE NOTE: GIS DATA IS EXEMPT FROM FOIA – SEE SECTION 7 IN THE FREEDOM OF INFORMATION ACT (5 ILCS 140/7) FOR MORE DETAILS.**