

FREEDOM OF INFORMATION ACT

In compliance with the Illinois Freedom of Information Act (FOIA), notice is hereby given that the designated FOIA officer for the Offices of the Winnebago County Supervisor of Assessments & Board of Review is Terri Reeves. All requests for information regarding the Office of the Winnebago County Supervisor of Assessments & Board of Review under FOIA should be directed to the person above.

As required by FOIA, information maintained within the Office of the Winnebago County Supervisor of Assessments & Board of Review is public information and is available upon written request.

The purpose of the Office of Winnebago County Supervisor of Assessments is to process assessment changes from the township assessor, calculate and apply township equalization factors, notify taxpayers of any change in their assessment and to manage exemptions. The purpose of the Board of Review is to consider assessment complaints. Taxpayer assistance, public awareness and education regarding the assessment process are also important responsibilities of the Supervisor of Assessments. Business hours of the office are 8:00 AM to 5:00 PM - Monday through Friday.

FOIA requests may be filed in person during those hours, by mail or via e-mail. A response to the FOIA request will be provided to the requestor within five (5) business days from the day the office receives the request. Requests received by mail will be considered received on the business day the mail is received by the office. If a request is sent by e-mail during business hours on a business day, it will be considered being received on that day. If the e-mail is sent after business hours or on a non-business day, it will be considered received on the next business day. Saturdays, Sundays and legal holidays are not counted in the computation of the 5 day response period.

Any questions regarding this notice may be referred to the above-referenced FOIA officer at 815-319-4467.