

## Freedom of Information Act (FOIA)

Guided by merit philosophy, the members of the Commission and its staff carry out the following statutory responsibilities: to approve or disapprove personnel rules; to approve proposals for new or amended class specifications; for ensuring the enforcement of the Personnel Code and Rules through the issuance of directives for compliance; for certified employees who are discharged, suspended for more than 30 days in a twelve-month period, or demoted, the Commission hears and determines the written charges and renders decisions; the Commission hears appeals by certified employees who are involuntarily transferred from one geographical area to another, or who question the allocation of their position under the classification plan; and the Commission hears or conducts an investigation of layoff appeals. Attached is the current organizational chart for the Civil Service Commission.

With offices in Springfield and Chicago, Illinois, the Civil Service Commission has four full-time employees. Pursuant to FOIA (5 ILCS 140/4(b)), the following is a brief description of the methods whereby the public may request information and public records from the Civil Service Commission:

1. Please make your request for records in writing. The Civil Service Commission does not require the completion of a standard form for this purpose. You may submit your written request by mail, fax, or email. Please direct your request to:

FOIA Officer: Alexandra Myers  
Civil Service Commission  
607 East Adams Street, Suite 801  
Springfield, IL 62701  
Email address: [Alexandra.M.Myers@illinois.gov](mailto:Alexandra.M.Myers@illinois.gov)

2. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. To the extent that you wish to ask questions, you may call our Springfield office at (217) 782-7373.
3. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to do either. Depending upon the information requested, it might be possible for the Civil Service Commission to provide the information in electronic form if feasible.
4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a .15-cent-per-page charge. Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents indicates that a waiver or reduction of the fee is in the public interest. The Freedom of Information Act states that a “waiver or reduction of the fee is in the public interest if the purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.”
5. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: “I request a waiver of all fees associated with this request.” In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.
6. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your email address.