

Rock Island County Veterans Assistance Commission (RICOVAC) FOIA Record Requests

The FOIA Officer for this office is the full time Administrative assistant and the Alternate is the Assistant Superintendent appointed by the Superintendent. Records requested under the Freedom of Information Act shall be made in writing to the Veterans Assistance Commission of Rock Island County Board at 4000 46th Avenue, Rock Island IL 61201.

If the request is for a commercial purpose as defined in 5 ILCS 140/2(c-10), the request must state that the records will be used for a commercial purpose. The requester will be notified as soon as the documents are available for inspection and/or copying.

Fees

There shall be no fee to inspect records. Generally, fees are set by the Illinois Freedom of Information Act. Pursuant to statute, copying charges shall be free for the first 50 pages then 15 cents per page of legal size or smaller thereafter. (5 ILCS 140/6). Payment is due at the time the documents are provided. Information may be sent by U.S. Mail if prepaid. Pursuant to 35 ILCS 200/12-5. In accordance with 5 ILCS 140/6c, fees may be reduced or waived entirely upon a written request that includes the specific purpose of the request (including whether the data will be used for any commercial purpose) and the public interest that would be served. The Superintendent has sole discretion to act in this area, and may request additional information in order to make a determination.

Time

All requests are processed in the order in which they are received. The FOIA officer will respond within five (5) working days of receipt of the request. An extension of five (5) working days is allowed with written notification to the requester by mail or email.

Records Maintained

The RICOVAC maintains the following types and categories of records. Please note that this list may include records that are partially or wholly exempt from disclosure under FOIA (5 ILCS 140/7, et seq.):

- Applications for Financial Assistance
- Information on Homestead Exemptions
- Applications for Veterans Benefits
- Personal Medical Records
- VA board of Review/Appeals records
- Certificates of Publications
- Certificates of Status on Exempt Property
- Invoices, Vouchers, and Paid bills of RICOVAC
- Legal Case Files
- Minutes and Agendas of the Board of Review
- Monthly/Year-To-Date Reports
- Veteran Service Organizations Information

Electronic copies of entire electronic databases will not be made available if the database contains information that is exempt from disclosure. (5 ILCS 140/7, et seq.)

FOIA responses can be sent by email, mail, or picked up in person.

Information stored in these databases is made available to persons “lacking knowledge of computer language or printout format” in one of two ways:

The records may be requested the VACRICO Office during normal business hours; paper copies of the records are available for the fees noted above.

A report can be created containing specific data from the database, exported into a file, and saved onto a compact disk or external approved device; the appropriate charge for creating this custom report will apply.

Requesting a Review of decision

The Superintendent coordinates the office wide FOIA process using guidelines put in place by 5 ILCS 140-9.5

Requesters have the option to request review of denial with the public access counselor within the below office:

Illinois States Attorney General Office

500 South 2nd Street

Springfield, IL 62706

Fax: (217) 782-1396

Email: public.access@ilag.gov

Processing time will be in accordance with 5 ILCS 140-9.5

Obtain more information at: <https://illinoisattorneygeneral.gov/open-and-honest-government/foia/>

Operating Budget

The FY2025 Operating Budget is \$819,223.

Offices

The Supervisor of Assessments and Board of Review are both located on the second floor of the Rock Island County Office Building located at 1504 3rd Avenue Rock Island IL 61201.

Employees

The Supervisor of Assessments is appointed by the Chairman of the Rock Island County Board with the advice and consent of the County Board. (35 ILCS 200/3-5) The Supervisor of Assessments has 5 full-time positions.

The Board of Review consists of three members appointed by the Chairman of the Rock Island County Board with the advice and consent of the County Board. (35 ILCS 200/6-5). The administrative functions of the Board are discharged by the Rock Island County Supervisor of Assessments, who shall act as the Clerk of the Board. (35 ILCS 200/3-30)

Relationship to Other Bodies

Pursuant to 35 ILCS 200/10-120, the Rock Island County Farmland Assessment Review Committee operates in an advisory capacity to the Supervisor of Assessments.

Except for reports to the Rock Island County Board of Review and to the Illinois Department of Revenue as required by the Illinois Property Tax Code, there is no board, commission, committee, or council to whom the Supervisor of Assessments is required to report and be answerable for its operations. No board, commission, committee, or council operates in an advisory capacity relative to the operation of the Board of Review. No board, commission, committee, or council exercises control over the Board of Review's policies. Except for reports to the County Clerk and to the Illinois Department of Revenue as required by the Illinois Property Tax Code, there is no board, commission, committee, or council to whom the Board of Review is required to report and be answerable for its operations.

Severability

In the event any section, provision, or term of this policy is determined by a court or other authority of competent jurisdiction to be invalid, that determination shall not affect the remaining sections or provisions, which shall continue in full force and effect. For this purpose, the provisions of this policy are severable.

Amendments

This policy may be amended from time-to-time; said amendments are effective upon their being conspicuously posted and prominently displayed at the Supervisor of Assessments/Board of Review Office.