

FREEDOM OF INFORMATION ACT (FOIA)

- DOCUMENTS AND RECORDS THAT WILL BE DISCLOSED IMMEDIATELY UPON REQUEST:
 - INDIVIDUAL PROPERTY RECORD CARDS
 - INDIVIDUAL ELECTRONIC PROPERTY RECORD CARDS
 - ALL OTHER DATA AND RECORDS WHICH ARE NOT EXEMPTED DUE TO PROVISIONS IN FOIA AND CAN BE REASONABLY DISCLOSED IMMEDIATELY.
- FUNCTION OF THE OFFICE:
 - THE PRIMARY FUNCTION OF THE ASSESSORS OFFICE IS TO APPRAISE REAL ESTATE FOR PROPERTY TAX PURPOSES. THE OFFICE ALSO TRACKS OWNERSHIP AND EXEMPTIONS.

ASSESSOR – ROB CRANSTON

APPRAISAL STAFF	PROFESSIONAL SUPPORT	CLERICAL STAFF
1 FULL TIME	1 PART TIME	2 PART TIME
1 PART TIME		

- OPERATING BUDGET: 2012/2013 \$261,850
- ASSESSOR'S SALARY FOR THE TERM OF OFFICE AND ASSESSOR'S OFFICE ANNUAL BUDGET ARE APPROVED BY THE NORMAL TOWNSHIP BOARD OF TRUSTEES.
- **FOI REQUESTS SHOULD BE MADE IN WRITING BY PERSONAL DELIVERY, MAIL, FAX, OR EMAIL (form available). THEY SHOULD BE ADDRESSED TO :**

ROBERT CRANSTON, FOIA OFFICER

NORMAL TOWNSHIP ASSESSOR'S OFFICE

304 E. MULBERRY

NORMAL, ILLINOIS 61761

rcranston@normaltownship.org

phone: 309.452.1951

fax: 309.862.3316

**REQUEST FOR RECORDS IN ACCORDANCE WITH THE FREEDOM OF
INFORMATION ACT**

I am requesting to: Copy _____ Inspect _____ the following records:

Information requested (Please be specific): _____

Form in which the data is requested: _____

Will this material be used for commercial purposes? Yes _____ No _____

Requested By: Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

For Office Use:

Date request received: _____

Date by which response must be made: _____

(5 business days for non-commercial; 21 business days for commercial request)

Date response was made: _____

Form in which response was made: _____

Manner in which response was made: _____

To whom response was made: _____

By whom response was made: _____