

# 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 – KENT DEPEW

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

- OPERATING BUDGET: 2024/2025 \$269,475
- 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 :**

**KENT DEPEW, FOIA OFFICER**

**NORMAL TOWNSHIP ASSESSOR’S OFFICE**

**304 E. MULBERRY**

**NORMAL, ILLINOIS 61761**

**[KDePew@normaltownship.org](mailto:KDePew@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: \_\_\_\_\_