
City of DeKalb FOIA Center Fact Sheet

Overview: The City has launched a new web-based software system to enhance Freedom of Information Act (FOIA) service to the public. The FOIA software system, which is now live and accessible through the City's website, includes additional features and increased interactivity for users.

The web-based FOIA software system allows users to register for an account, submit FOIA requests, and track progress of FOIA requests from submittal to completion. The system also allows users to browse all FOIA requests previously submitted to the City, along with the published responses and all responsive records.

Advanced Capabilities: With the new FOIA system, users can input a few key words and see in real time, whether the information might already be available without filing an actual request. When a requester begins typing the text of their request into the search field, the system searches through prior requests to determine if a similar request has previously been received by the City. If a similar request has been received, a link to that information is sent to the requester including responses and available attachments. This feature will expedite the response process for many requesters who require information for commercial and non-commercial purposes.

Additionally the system has the capability to provide links directly to the City website where the information requested may already be available. When a requester enters a description with keywords the system recognizes, a link will automatically appear to offer the user a direct link to where the records may already be provided on the City website.

Submitting FOIA Requests: With the launch of the FOIA system, the email address used by the FOIA Officers (FOIA@cityofdekalb.com) has been discontinued. FOIA requests can now be submitted through the FOIA system. The web-based FOIA system can be accessed under the Quicklinks heading on the left-hand side of the homepage of the City's website, and the Open Records Portal/Transparency page: <http://cityofdekalb.com/252/Transparency>.

FOIA Center Training for the Public: The City of DeKalb is offering one-on-one FOIA software system training to any person by request. The training will be conducted either in-person or via a web-conference at a time that is convenient to the individual. The FOIA software system training session will last approximately 20 minutes with additional

time provided as needed. The training will provide individuals with further directions on accessing the FOIA Center, creating an account, submitting a FOIA request, and reviewing responses from the City. If you would like to schedule a training session please contact Aaron Stevens at 815-748-2096 or aaron.stevens@cityofdekalb.com.

