



State of Illinois  
**LEGISLATIVE REFERENCE BUREAU**  
112 State House  
Springfield, IL 62706  
(217) 782-6625

## **FOIA INFORMATION**

This information is posted pursuant to Section 4 of the Freedom of Information Act (5 ILCS 140/4).

### **DESCRIPTION OF THE LEGISLATIVE REFERENCE BUREAU**

The Legislative Reference Bureau was created in 1913, the first of the modern legislative service agencies in Illinois. The Bureau carries out a wide range of functions relating to the legal and technical operation of the General Assembly. The primary task of the Bureau is the drafting and preparation of legislation, including bills, amendments, resolutions, and conference committee reports. The vast majority of all legislation considered by the General Assembly is drafted by the Bureau's staff, which in a typical biennium produces more than 27,000 documents. Attorneys employed by the Bureau provide legal advice and drafting services to legislators of each house, working on a nonpartisan basis in a confidential lawyer-client relationship. The Bureau's drafting staff also includes paralegal professionals who draft resolutions and provide other drafting assistance.

For use in the drafting process, the Bureau maintains a computer database of the current Illinois statutes, which it continually updates and edits as new laws are passed. While the statute database is primarily designed for internal use, it also is available in electronic form on the General Assembly Web site.

The Bureau is responsible for recommending and preparing technical changes in the law. It prepares revisory bills that combine multiple enactments, correct technical errors, and revise, renumber, and rearrange the law. The Bureau also prepares bills to codify selected portions of the law and to implement executive branch reorganizations ordered by the Governor.

In 1989, the Bureau began working on a plan for the reorganization of the Illinois statutes, and on January 1, 1993, the new Illinois Compiled Statutes became effective. The Bureau has a continuing duty to maintain the organization of the Illinois Compiled Statutes through periodic filings with the Secretary of State.

As an aid in tracking legislation, the Bureau prepares and publishes the Legislative Synopsis and Digest. The Digest contains a summary of legislative documents considered by the General Assembly, a record of all legislative actions on the documents, and several indexes. The Digest is published in book form during most weeks that the General Assembly is in session and is available to the public by subscription. Digest summaries and actions are available by selecting a bill or resolution at the General Assembly website.

After the end of each spring legislative session, the Bureau's legal staff reviews all reported decisions of the federal courts, the Illinois Supreme Court, and the Illinois Appellate Court from the previous year. Cases that affect the interpretation of the Illinois constitution or statutes and cases that indicate a possible need for legislative action are identified and summarized in an annual case report, which is published by the Bureau.

In addition, the Bureau maintains a law library, which includes the current statutes of all 50 states, federal statutes and regulations, Illinois and federal court opinions, an extensive collection of historical materials relating to Illinois statutes and legislative documents, and other materials relating to the development and interpretation of Illinois law. The Bureau also coordinates the activities of the Illinois delegation to the National Conference of Commissioners on Uniform State Laws.

The Legislative Reference Bureau is governed by the Joint Committee on Legislative Support Services and a board comprised of the Secretary of the Senate, the Clerk of the House, the Assistant Clerk of the House, and the Assistant Secretary of the Senate.

The Legislative Reference Bureau has one office located in room 112 of the State Capitol in Springfield, Illinois and has no functional subdivisions. The Legislative Reference Bureau has approximately 29 full-time and 3 part-time employees. For the fiscal year ending June 30, 2018, the Legislative Reference Bureau has a total operating budget of \$2,581,400. *See* Public Act 100-21, Article 64, Sec. 30.

### **REQUESTING INFORMATION UNDER THE FREEDOM OF INFORMATION ACT**

Freedom of Information Act (FOIA) requests must be made in writing. The FOIA request should identify with specificity the information sought and should include the requester's name and address, daytime phone number, and the date. Additionally, if the request is made for a commercial purpose, the requester must disclose that in the request. It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. For more information on requests for commercial purposes, consult Sections 2, 3, and 3.1 of the Freedom of Information Act (5 ILCS 140/2, 140/3, 140/3.1). FOIA requests should be mailed or delivered to:

H. Poyer  
FOIA Officer  
Legislative Reference Bureau  
112 State House  
Springfield, IL 62706

Requests may also be submitted via email to [lrbfoia@ilga.gov](mailto:lrbfoia@ilga.gov). The Bureau must grant or deny a FOIA request within 5 business days after receipt, unless that request is made for a commercial purpose or by a recurrent requester. If additional time is needed, the Bureau will extend the time period for an additional 5 business days and notify you of the statutory reasons for the extension and an approximate time when the information will be produced. The Bureau must respond to any request made for a commercial purpose or by a recurrent requester within 21 working days after receipt. Priority must be given to non-commercial requests.

If the Bureau notifies you that your FOIA request is denied, you may appeal that request by filing a lawsuit for injunctive or declaratory relief. *See* 5 ILCS 140/9(a) and 11. The Freedom of Information Act does not allow the Public Access Counselor to consider any denials originating from the Legislative Reference Bureau. *See* 5 ILCS 140/9.5(a).

The Bureau may impose fees reasonably calculated to reimburse its actual cost for reproducing public records and for the use, by any person, of the Bureau's equipment to copy records. Documents shall be furnished without charge or at a reduced charge, at the discretion of the Legislative Reference Bureau, if the requester states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. *See* 5 ILCS 140/6. For public records that are black and white, letter or legal sized copies, the first 50 printed pages shall be free and all additional pages shall be 10 cents per page. For all other copies, the fee shall be 50 cents per page. The Bureau requires advance payment of all fees.

## **PUBLIC RECORDS**

Pursuant to Section 3.5 of the Freedom of Information Act (5 ILCS 140/3.5), the following documents or categories of records are under the control of the Legislative Reference Bureau and available for copying and inspection:

1. A description of the public body.
2. A guide to researching legislative history.
3. The Illinois Compiled Statutes to Illinois Revised Statutes and Illinois Revised Statutes to Illinois Compiled Statutes cross-references (1992).
4. The Legislative Synopsis and Digest beginning with the 92<sup>nd</sup> General Assembly.
5. Annual case reports prepared by the Legislative Reference Bureau beginning with 2004.
6. The Illinois Bill Drafting Manual.
7. The current ILCS and ILCS Index by Act.
8. Uniform State Laws Reports beginning with 2004.
9. A description of the organization of the Illinois Compiled Statutes.
10. Criminal Code Rewrite Conversion Tables.
11. Vouchers and documents detailing Bureau expenditures.
12. Name, title, start date, and salary for employees of the Bureau.

Records contained in items 1 through 10 of this list are also immediately available in an electronic form through the Illinois General Assembly's website.

## **IDENTITY PROTECTION POLICY**

The Legislative Reference Bureau has adopted the following identity protection policy:

Pursuant to the Identity Protection Act (5 ILCS 179/), all employees of the Legislative Reference Bureau having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. The training shall include instructions on proper handling of information that contains social security numbers from the time of collection through the destruction of the information. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents. Social security numbers requested from an individual shall be placed in a manner that makes the social security number easily redacted if required to be released as part of a public records request. When collecting a social security number or upon request by the individual, a statement of the purpose or purposes for which the Legislative Reference Bureau is collecting and using the social security number shall be provided.