

PUBLIC BUILDING COMMISSION

— OF —
ST. CLAIR COUNTY, ILLINOIS

10 Public Square, Room 551-B
Belleville, Illinois 62220-9989

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E-mail: pbc@co.st-clair.il.us

HOW TO MAKE A FOIA REQUEST

The duties and responsibilities of the Public Building Commission of St. Clair County consist of the ownership, maintenance and operation of St. Clair County public buildings. In addition, the Public Building Commission of St. Clair County, through an intergovernmental agreement with St. Clair County, constructs, maintains and operates the MidAmerica St. Louis Airport and Belle-Clair Fairgrounds Park. The Public Building Commission of St. Clair County is a separate governmental entity from St. Clair County. The Commission consists of seven Commissioners who serve without pay and generally meet on the third Thursday of each month. From time to time, special meetings are called.

In order for any member of the public to request information and/or public records from the Public Building Commission, the request must be sent electronically to PBCFOIA@co.st-clair.il.us. The following information must be included in the request:

- Name
- Phone Number
- Email Address
- Address, City, State and Zip Code

The following records are under this Office's control and are available upon request, if not exempted or otherwise prohibited by law from disclosure:

1. All documents related to the duties and functions of the Public Building Commission of St. Clair County as listed above.

This office may require payment of all fees prior to the initiation of any copying of documents pursuant to Statute. Reproduction fees for requests to be used for commercial purposes require advance payment of fees.