



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

## **FREEDOM OF INFORMATION ACT INFORMATION**

This information is posted as required by 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 31,000 documents. Attorneys employed by the Bureau provide legal advice and drafting services to legislators of each chamber, working on a nonpartisan basis in a confidential lawyer-client relationship. The Bureau's drafting staff also includes resolution drafters 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 website](#).

The Bureau is responsible for recommending and preparing technical changes to the law. It prepares revisory bills that combine multiple enactments, correct typographical 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 indices. 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 for individual bills and resolutions are available via 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.

The Bureau maintains a library, which includes an extensive collection of current and historical materials relating to Illinois statutes and legislative documents, other materials relating to the development and interpretation of Illinois law, and online resources relating to Illinois, federal, and other state legislation, laws, and court opinions.

The Bureau coordinates the activities of the Illinois delegation to the [National Conference of Commissioners on Uniform State Laws](#).

The Bureau is governed by the Joint Committee on Legislative Support Services and the Legislative Reference Bureau Board, which is composed 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 Bureau has one office, located in room 112 of the State Capitol in Springfield, Illinois, and no functional subdivisions. The Legislative Reference Bureau has approximately 30 full-time and 1 part-time employee. For the fiscal year ending June 30, 2024, the Legislative Reference Bureau has a total operating budget of \$3,815,000. *See* Public Act 103-6, Article 23, Section 55.

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

The Bureau's FOIA Officer is A. Janetzke and the Deputy FOIA Officers are L. Smith and S. Spence. 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, the person making the request must disclose if the request is made for a commercial purpose. 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, 3, and 3.1). FOIA requests should be mailed or delivered to:

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 notify the requester of the statutory reasons for the extension within 5 business days. The Bureau must respond to any request made for a commercial purpose within 21 working days, and to any request made by a recurrent requester within 21 business days after receipt. Priority must be given to noncommercial requests.

A person has a right to seek judicial review of a denial of a FOIA 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 copies of public records that are black and white and 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 public inspection (except for portions of which are otherwise exempted under the Freedom of Information Act):

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.
5. Annual case reports prepared by the Legislative Reference Bureau.
6. Illinois Bill Drafting Manual.
7. The current ILCS and ILCS Index by Act.
8. Uniform State Laws Reports.
9. A description of the organization of the Illinois Compiled Statutes.
10. Criminal Code Rewrite Conversion Tables.
11. The Bureau's Identity Protection Policy
12. State of Illinois Discrimination and Harassment Prevention Training video and materials (2021-2022).
13. The Bureau's Administrative Rules.
14. Vouchers and documents detailing Bureau expenditures.
15. Shell bills and shell bill lists.
16. Log of documents drafted by the Bureau (portions of which are exempt from disclosure).
17. Source history of sections of ILCS, as available.

Records contained in items 1 through 12 of this list are also immediately available in an electronic form through the Legislative Reference Bureau portion of the Illinois General Assembly's website, [https://www.ilga.gov/commission/lrb\\_home.html](https://www.ilga.gov/commission/lrb_home.html), and the records contained in item 13 are immediately available at <https://www.ilga.gov/commission/jcar/admincode/002/00200200sections.html>.