

School Board

Access to the District's Public Records

In accordance with the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*), the disclosure of public records maintained or received by School District No. 20 shall be made available to members of the public.

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act or any other State or federal law; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

FEE SCHEDULE

Fees shall not be charged for the first 50 pages copied. After the first 50 pages, the fees will be:

<u>\$. 10</u>	per page for copying of records (8 1/2" x 11");
<u>\$. 15</u>	per page for copying of records (8 1/2" x 14");
<u>\$. 25</u>	per page for copying of records (11" x 17" computer printouts which require reduction and printing on an offset press);
<u>\$. 25</u>	per page for certification as to the authenticity of the document by School District personnel.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

The Board President or the Superintendent shall, at each regular Board meeting, report any requests made of the District under the Freedom of Information Act, and shall report the status of the District's response.

LEGAL REF.: Illinois School Code, Sec. 10-16 (105 ILCS 5/10-16); and
Illinois Freedom of Information Act, Sec. 1, *et seq.* (5 ILCS 140/1 *et seq.*).

CROSS REF.: 5.150 and 7.350

Adopted: March 27, 1997
Reviewed: November 14, 2002
Revised: December 14, 2006
Revised: October 28, 2010