

## **9201 Access to Public Records**

The District will respond to all requests under the Illinois Freedom of Information Act from all persons desiring access to, and copying of, the District's public records. Electronically stored public records, including e-mail messages containing material that a school official or employee made or received as part of his/her official responsibilities and that contain informational data appropriate for preservation, shall be preserved and cataloged separately from non-public electronic communications. The Board President, or Superintendent of Schools, shall report to the Board at each regular meeting any requests made under the Freedom of Information Act and will also report the status of the response.

The Superintendent of Schools shall develop such administrative procedures or regulations as s/he deems necessary to implement this policy. Copy fees are as set by the Freedom of Information Act (5 ILCS 120/1, as amended by public Act 96-542, effective January 1, 2010).

Adopted: August 15, 2000  
Revised: December 16, 2003; November 18, 2008, June 1, 2010  
Replaces: B-18 - Administrative Procedure - Access to District's Public Records  
Reference: 5 ILCS 140/1 et seq  
105 ILCS 5/10-16  
5 ILCS 120/1, as amended by Public Act 96-542, effective January 1, 2010

## **9201P Access to Public Records**

The following procedures shall be followed when persons request public records under the provisions of the Freedom of Information Act. The District reserves the right to restrict the number of people involved at one time in such inspections.

1. Inspection of District records not excluded by the Freedom of Information Act will be permitted between the hours of 8:30 a.m. and 3:30 p.m., Monday through Friday, on days the District office is open for business.
2. Records are inspected at the District 94 office, 326 Joliet Street, West Chicago, Illinois. Records are not to be removed from the District Office.
3. Requests to inspect district records will be submitted in writing to the Superintendent of Schools, or a designee. The District will either comply with or deny written request for public records within five (5) working days. Under circumstances

specified in the Act, the time for responding may be extended by not more than five (5) additional working days.

4. Inspection will not be allowed when records are in immediate use by persons exercising official duties that require use of the records.

5. Requests must specify District records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.

6. Should the requested records be classified as exempt but contain information which is not exempt, the Superintendent of Schools or a designee shall redact the exempt material and release the remaining information for inspection and copying.

7. The Superintendent of Schools, or his/her designee, shall be present during inspection or copying of School District records.

8. Upon request, copies of the requested District public records shall be produced at the time of inspection. Copy fees are as set by the Freedom of Information Act (5 ILCS 120/1, as amended by public Act 96-542, effective January 1, 2010):

8.5" x 11.0" size paper	pages 1-50 (Free); 51 + \$0.15 per page
8.5" x 14.0" size paper	pages 1-50 (Free); 51 + \$0.15 per page
11.0" x17.0" computer printouts	
Which require reduction & printing	.0060 per page
Electronic Format	Actual Cost
Certified Copy	\$1.00

9. Persons may be given copies at no, or a reduced, charge if they state a specific purpose for the request which is in the public interest. A request is in the public interest if its purpose is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. In setting the amount of the waiver or reduction, the Superintendent may consider the amount of materials requested and the cost of copying them.

10. If a request is denied, in whole or in part, the Superintendent of Schools will provide the individual making the request with a written denial and notice of the right to appeal the decision to the Public Access Officer in the State's Attorney General Office.

11. The Administrative Office will maintain a directory describing the school District, listing all employees, and describing the types of records which are maintained and available for public inspection including, but not limited to the following:

- A. Financial Records -
  - Budget
  - Levy Resolution and Certificate of Tax Levy
  - Audit
  - Bills
  - Receipts for revenue
  - Vouchers
  - Cancelled checks
  - Water bills
  - Sewer bills
  - Real Estate tax receipts
  - Salary schedules
  - Utility bills
  - Investments
  
- B. General Records -
  - Approved School Board Minutes
  - Approved School Board Resolutions
  - Bidding Specifications
  - School Board policies and Administrative procedures
  - Administrative instructions to staff (unless exempt under Section 7 of the Act)
  - Personnel Code
  - Personnel names, salaries, titles, and dates of employment
  - Office equipment
  - Real Estate
  - Legal Notices
  - Newspaper articles
  - Application for contracts, permits, grants or agreement (unless exempt under Section 7 of the Act)
  - Contracts for capital equipment
  - Contracts for office supplies
  - Contracts for maintenance, repairs, and services
  - Number of employees
  - Official bonds

Adopted: August 15, 2000

Revised: December 16, 2003; November 18, 2008; June 1, 2010

Replaces: B-19 - Administrative Procedure - Access to District's Public Records

Reference: 5 ILCS 140/1 et seq  
105 ILCS 5/10-16

5 ILCS 120/1, as amended by Public Act 96-542, effective January 1, 2010