

ACCESS TO DISTRICT PUBLIC RECORDS

The District's public records are those documents, tapes, photographs, letters, and any other recorded information or material, regardless of physical form or characteristics, that were prepared, used, received, or possessed by, or under the control of the District, a school, a school official, or an employee.

The Superintendent or designee shall respond to requests made under the Illinois Freedom of Information Act from anyone desiring to inspect and/or copy a District public record. All records in the possession of the District are presumed to be open to inspection or copying except for those exempted by statute.

The following procedures must be followed when access to District public records is sought under the provisions of the Freedom of Information Act.

1. Inspection of District records not excluded from the Freedom of Information Act will be permitted between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, on days the District office is open to the public.
2. Inspection of records is to be made in the area designated by the Superintendent. District records are not to be removed from the District office.
3. Requests to inspect District records must be submitted in writing to the Associate Superintendent for Business. The District will comply within five working days except in extenuating circumstances.
4. Inspection will not be allowed when records are in immediate use by persons exercising official duties which require use of 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. The Superintendent or designee may be present during inspection of District records.
7. Copies of requested records will be provided by District employees within the limitations of District copying equipment.
8. No fees will be charged for the first 50 pages of black and white, letter or legal sized copies requested by a requester. The fees charged for copying District records above and beyond 50 pages shall be 15¢ per copy. Certification of public records will not exceed \$1.

Legal Reference: Freedom of Information Act
Illinois School Student Record Act of 1975

Adopted: June 21, 1984
Revised: October 6, 1998, January 21, 2010