

Access to the District Public Records

FOIA is the Illinois Freedom of Information Act. Under the Illinois Freedom of Information Act ([5 ILCS 140](#)), records in possession of public agencies may be accessed by the public upon written request. Pursuant to 5 ILCS 140, Section 2(c), a public record is any records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body. Records that are not subject to release via the FOIA process include confidential and trade secret information.

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. Public records, including email messages, shall be preserved and cataloged, if they:

1. Are evidence of the District's organization, function, policies, procedures, or activities
2. contain informational data appropriate for preservation.

Public records that are required to be preserved and cataloged may be destroyed when authorized by the Local Records Commission.

Inquiries for information should be made in writing and directed to the superintendent at:

1050 South Fourth Avenue
Suite 200
Morton, IL 61550

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. The Superintendent or designee shall approve the request, unless:

1. The requested material is:
 - a. not a "public record" as defined in this policy
 - b. exempt from inspection and copying by the Freedom of Information Act or any other State or federal law
 - c. not required to be preserved or cataloged
2. Complying with the request would be unduly burdensome.

When responding to a request for a record containing both exempt and non-exempt material, the Superintendent or designee shall delete exempt material from the record before complying with the request.

The Board President or Superintendent shall report to the Board at each regular meeting any Freedom of Information Act requests as well as the status of the response. The Board will set copy fees periodically. Currently the fees are:

\$.10 per page 8 ½ x 11"
\$.15 per page 8 ½ x 11"
\$.20 per page 11 x 17"

Questions related to requesting information can be directed to (309) 263-2581.