

School Board

Administrative Procedure - Access To and Copying of District Public Records

Actor	Action								
Everyone	Inspection of District records that is allowed by Board policy 2:250, <i>Access to the District Public Records</i> , will be permitted at the District office, [address]. Inspection is allowed Monday through Friday, between 8:30 a.m. and 4:00 p.m., on days the District office is open for business.								
Superintendent	Appoints a Records Custodian. From time-to-time as appropriate, recommends a copying fee schedule to the Board.								
School Board	<p>From time-to-time by Board resolution, determines:</p> <ol style="list-style-type: none"> 1. Copying fees that are reasonably calculated to reimburse the District for the actual costs of reproducing and certifying the records. 2. The amount by which copy fees will be reduced if the person making the request states a specific purpose for the request that is in the public interest (5 ILCS 140/6). 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. "Commercial benefit" does not apply to news media requests. In setting the amount of the reduction, the Board may consider the amount of materials requested and the cost of copying them. <p>The following fees are currently charged for copying District records:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Letter size paper</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">Legal size paper</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">Over-sized paper</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td style="padding-left: 20px;">Public interest requests will be reduced by</td> <td style="text-align: right;">_____ %</td> </tr> </table>	Letter size paper	\$ _____	Legal size paper	\$ _____	Over-sized paper	\$ _____	Public interest requests will be reduced by	_____ %
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Individual wishing to inspect/copy a District record	Submit a written request to the Superintendent or Record Custodian. A request must specify the District record with reasonable particularity to avoid confusion and inefficient use of staff time.								
Record Custodian	<p>Evaluates whether the Board policy permits inspection of requested material.</p> <p>Within 7 working days of the request's receipt, provides written notice to the person making the request whether the request is approved or denied.</p> <p>If a delay in responding is needed due to circumstances specified in 5 ILCS 140/3, provides written notice to the person making the request of the reason for the delay and the date on which a response will be made.</p> <p>The delay may not be greater than 7 additional working days.</p>								

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	<p>If the request is approved, notifies the person when the record will be available.</p> <p>If the request is denied, provides written notice to the person making the request of the reason for the denial and the person's right to appeal the decision to the School Board President.</p> <p>If compliance with the request would be unduly burdensome due to the request's breadth, confers with the person making the request in an attempt to reduce the request to manageable proportions. If the request continues to be unduly burdensome, explains this in writing to the person making the request and includes the reason why the request is unduly burdensome.</p> <p>If a school official is currently using the record, informs the person making the request that access will be delayed until the school's official use is concluded.</p> <p>If the requested records contain both exempt and non-exempt material, deletes the exempt portion(s) and releases the remaining material.</p> <p>Remains present during the inspection or copying; ensures records are never removed from the District office.</p>
Person making request	If copies are requested, pays the copying fee at the time of inspection.
Superintendent or designee	<p>Maintains a directory describing the School District, listing all employees, and describing the types of records that are maintained and available for public inspection, including:</p> <p>Financial records:</p> <ul style="list-style-type: none"> Budget Levy resolution and certificate of tax levy Audit Bills Receipts for revenue Vouchers Canceled checks Water and sewer bills Real estate tax receipts Salary schedules Utility bills <p>General records:</p> <ul style="list-style-type: none"> School Board minutes School Board resolutions Bidding specifications School Board policies and administrative procedures Administrative instructions to staff (unless exempt) Personnel code Employee names, titles, and dates of employment Office equipment Insurance Capital equipment Real estate

Actor	Action
	Legal notices Newspaper articles Application for contracts, permits, grants, or agreements (unless exempt) Consulting contracts Contracts for capital equipment Contracts for office supplies Contracts for maintenance and repair Number of employees Official bonds Contractors' records of their workers on District public works
Person making request	May appeal the denial of a request by sending a written notice of appeal to the President of the School Board.
School Board President	Within 7 working days after the notice of appeal, provides written notice of his or her determination concerning the appeal to the person making the appeal.

LEGAL REF.: 5 ILCS 140/1 et seq. (Freedom of Information Act).
 820 ILCS 130/5 (Prevailing Wage Act, as amended by P.A. 94-515)

Adopted: November 2006