

School Board

Access to District's Public Records and Compliance with the Illinois Freedom of Information Act

The District's "public records" are those documents, tapes, photographs, letters, and any other recorded information or material, regardless of physical form or characteristic, 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, or (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. The Superintendent shall develop appropriate administrative procedures to effect compliance with the local records act and proper preservation and destruction of district records.

The Board of Education recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act ("FOIA" or the "Act"), and affirms that it is the policy of the District to comply with the Act.

The Superintendent of Schools shall designate one or more officials or employees of the District to serve as its Freedom of Information officer(s), and shall develop and implement administrative procedures to effect compliance with the Act.

At each regular meeting of the Board of Education, the President or Superintendent shall report any FOIA requests made of the District, and the status of the District's response.

LEGAL REF.: 5 ILCS 140/1 *et seq.*, *as amended*.
 105 ILCS 5/10-16.
 820 ILCS 130/5

CROSS REF.: 2:140 (Communications To and From the Board), 150 (Personnel Records),
 7:350 (Student Records)

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