

## Rockton School District No. 140 Freedom of Information Requests (FOIA)

### **What is FOIA?**

FOIA is the Illinois Freedom of Information Act. The Illinois Freedom of Information Act (FOIA) provides public access to government documents and records. 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. Public records are any records, reports, forms, writings, books, papers, maps, photographs, 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.

The Act does, however, recognize that in order to enable public bodies to perform certain governmental functions properly and to protect personal privacy, some records and information need to be kept confidential. Records that are not subject to release via the FOIA process include confidential and trade secret information.

### **How can I submit a FOIA request?**

Requests must be submitted in writing and can be:

**faxed to:** (815) 624-4640

**e-mail to:** [terry@rockton140.org](mailto:terry@rockton140.org)

**or**

**mailed to:**

Rockton School District 140

1050 E. Union St.

Rockton, IL 61072

Attn: Freedom of Information Act Officer

### **Is there a FOIA Request Form?**

Rockton School District 140 has no FOIA request form. Letters should state that information is being sought under the Freedom of Information Act.

Please provide your name, address, and phone number. While responses can be provided via e-mail, please provide a mailing address. Also, provide a brief description of the public records requested, being as specific as possible.

### **What happens after I submit a request?**

The Illinois Freedom of Information Act requires agencies to respond within five working days of receipt of a request. A five-day extension is allowed with written notification to the requester.

If the requested records are 50 pages, or less, in length, the pages will be copied and mailed to the requestor. If the records exceed 50 pages, the requester will be informed of the duplication cost. What are the costs for duplication? The cost is \$.15 per sheets above fifty sheets.

If you have questions about filing a FOIA request, please contact the District Office at (815) 624-7143 and ask for a Freedom of Information Officer. Our FOIA Officer is Glenn Terry.

**What are examples of records that been be requested?**

Generally the most common requests would be for copies of the following: District 140 financial records, budget, audit, board policies, collective bargaining agreement, employee handbook, academic statistical reports, board minutes etc. Other allowable records may be requested and inspected.

Many generally requested items such as board policies, collective bargaining agreement, and employee handbooks may be found on the District 140 website.  
[www.rockton140.org](http://www.rockton140.org)

**What Records are exempt from being requested under FOIA?**

Under provisions of the Illinois Freedom of Information Act, some of the records described in this list, or certain portions of them, may be exempt from inspection and copying. Exempt records include: information specifically prohibited from disclosure by federal and state law, minutes from closed session meetings, student files, medical records, student case files, test questions, scoring keys, employee personnel files, employee evaluations, and generally those records that include personally identifiable information about students or staff members. In addition, no records request for commercial purposes will be honored.

**What are the costs of duplication?**

If requested records are 50 pages or less, no charge will be assessed. There is \$.15 per page to cover paper and copier costs for any copies beyond 50.

**Does the Act require the production of new documents?**

As a general principle, public bodies are not required to create new records to respond to requests for information, if the body does not ordinarily maintain the requested information in record form.

**FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS**

Type of Duplication	Fee
Paper copy from paper or electronic source, 50 pages or less	No charge
Paper copy from paper or electronic source, additional pages	\$.15 / page

**Checks are to be made payable to: Rockton School District**