

## **School Board**

### **Access To District's 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 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 e-mail messages, shall be preserved and cataloged, if they: (1) are evidence of the district's organization, function, policies, procedures, or activities, or (2) contain information 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 or designee shall respond to requests may under the Illinois Freedom of Information Act from anyone desiring access to and/or copying of a district's 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; or
  - c. not required to be preserved or cataloged; or
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 superintendent shall implement this policy with administrative procedures. The board sets copy fees periodically.

## School Board

### Administrative Procedure – Access To District’s Public Record

The following procedures shall be followed when persons seek access to information under the provisions of the Illinois Freedom of Information Act.

1. Inspection of district records not excluded from the Illinois 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 for business.
2. Records are inspected at the district office, Tamaroa Elementary School, 104 West Main, Tamaroa, IL 62888. Records are not to be removed from there.
3. Requests to inspect district records will either comply with or deny written request for public records within 7 working days. Under circumstances specified in section III of the act, the time for responding may be extended by not more than 7 working days.
4. Inspection will not be allowed when records are in immediate use by persons exercising official duties that require use of the 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. Should the requested records be classified as exempt but contain information which is not exempt, the superintendent or a designee shall delete the exempt material and release the remaining information for inspection and copying.
7. The superintendent or a designee shall be present during inspection or copying of the school district records.
8. Upon request, copies of the requested district public records shall be produced at the time of inspection. A fee, which is reasonably calculated to reimburse the

district for the actual costs of reproducing and certifying the public records, may be charged. Such fees shall be set annually by a school board resolution. The following fees will be charged for copying district records: \$ .10 per copy

9. Copy fees will be waived or lowered if the person making the request states a specific purpose for the request which is in the public interest. 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 waiver or reduction, the superintendent may consider the amount of materials requested and the cost of copying them.

If a request for access is denied, in whole or in part, the superintendent will provide the individual making the request with a written denial and notice of the right to appeal the decision to the board president.

10. Each school building and administrative office will maintain a directory describing the school district, listing all employees, and describing the types of records which are maintained and available for public inspection, such as:
  - a. Financial records
    - Budget
    - Levy resolution and certificate of tax levy
    - Audit
    - Bills
    - Receipts for revenue
    - Vouchers
    - Canceled checks
    - Water bills
    - Sewer bills
    - Real estate tax receipt
    - Salary schedules
    - Utility bills
  - b. General records
    - School board minutes
    - School board resolutions
    - Bidding specifications
    - School board policies and administrative procedure
    - Administrative instructions to staff (unless exempt under Section 7 of the act)
    - Personnel code
    - Personnel names, salaries, titles and dates of employment
    - Office equipment
    - Insurance

- Capital equipment
- Real estate
- Legal notices
- Newspaper articles
- Application for contracts, permits, grants or agreement (unless exempt under Section 7 of the act)
- Consulting contracts
- Contracts for capital equipment
- Contracts for office supplies
- Contracts for maintenance and repair
- Number of employees
- Official bonds