

Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST

www.lyonstto.net

BOARD OF SCHOOL TRUSTEES

Michael S. Thiessen, President

Theron G. Tobolski, Trustee

Michael Dickman, Trustee

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LaGrange, IL 60525

Phone 708-352-4480

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Freedom of Information Act General Information

Freedom of Information Officers

Susan Birkenmaier, Treasurer

Lauralee Conway, Office Manager

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, fax, or email directed to the Lyons Township School Treasurer's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver.

Responding to Requests

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period. When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board of Trustees approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the Treasurer's Office actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fees shall be charged for the first 50 pages of black and white, letter

or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the Lyons Township School Treasurer's office during regular business hours, unless other arrangements are made by the Freedom of Information Officer. The following public records are immediately available from the School Treasurer website:

1. Annual budget
2. Regular Board of School Trustee meeting agendas
3. Regular Board of School Trustee meeting minutes
4. Quarterly Investment Review
5. Meeting Dates/Time/Location

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the School Treasurer's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), School Treasurer auditor, or other individual authorized by the Board of School Trustees or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.