

# Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST

[www.lyonstto.net](http://www.lyonstto.net)

## BOARD OF SCHOOL TRUSTEES

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Dr. Joseph R. Rojek, Trustee

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## Freedom of Information Act General Information

### Freedom of Information Officer

[James T. Fitton](#), Treasurer

### 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