

Plainfield Community Consolidated School District 202



We prepare learners for the future.

Dept. of Community Relations

15732 Howard Street
Plainfield, IL 60544

www.psd202.org

(815) 577-4008

(815) 577-1067 – main fax

REQUEST FOR RECORDS

FREEDOM OF INFORMATION ACT

I hereby request that District 202 provide the following records:

Name of Person Requesting Records: _____

Address: _____

Email address _____

Your Signature: _____

Telephone Number: _____

Date: _____

***IS THIS REQUEST FOR COMMERCIAL PURPOSES? _____

District 202 will respond to all Freedom of Information Act requests within the time period required by law. Please direct all correspondence and questions to Director of Community Relations/FOIA Officer Tom Hernandez at (815) 577-4008 or tahernan@psd202.org, or by fax at (815) 577-1067; or by mail at 15732 Howard Street, Plainfield, IL 60544.

PLEASE NOTE: All completed FOIA requests, including the initial written request and all responsive materials will be posted on the District 202 web site (www.psd202.org under "Community") to ensure public transparency and enhance record keeping.

Categories of District 202's Public Records

As required by 5 ILCS 140/5

This list identifies types of public records maintained and available for public inspection in conformance with the Illinois Freedom of Information Act (*certain individual documents may be exempt from inspection; this list comprehensive, but is offered as an example of the types of documents routinely requested and/or made available*):

- Administrative materials and procedural rules;
- Final opinions and determinations, except for those adjudicating student disciplinary cases where the disclosure would unavoidably reveal the identity of the student, or those adjudicating employee grievances or disciplinary cases;
- Final outcomes of employee grievances or disciplinary cases in which discipline is imposed;
- Board of Education policies and final documents explaining or interpreting such policies;
- Final reports and studies prepared by or for the District;
- Information concerning expenditure of public funds, unless otherwise exempt from disclosure under FOIA;
- Names, salaries, titles, and dates of employment for all District employees and officers;
- Minutes of Board of Education meetings that are open to the public;
- Information concerning grants or contracts made by the District, unless otherwise exempt from disclosure under FOIA;
- All other information required by law to be made available for public inspection and copying.

List of Documents or Categories of Records the District Shall Immediately Disclose Upon Request

As required by 5 ILCS 140/3.5 (a)

- Board of Education policies;
- Minutes of Board of Education meetings that are open to the public;
- District financial information routinely posted, or required by law to be posted on the district web site, including:
 - Budget summaries/overviews/presentation
 - Annual financial reports
 - Monthly bills lists
 - Reports on contracts exceeding \$25,000
- Any information routinely posted, or required by law to be posted on the district web site (www.psd202.org)

FEE SCHEDULE FOR FOIA REQUESTS

Unless a fee is otherwise fixed by another statute, or unless the District grants a request for a fee waiver/reduction in the public interest, as defined by FOIA, the charges associated with copies in response to FOIA requests shall be as set forth below:

- No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested
- Thereafter, a fee of **15 cents** per page will be charged for each additional black and white, legal or letter sized copy
- For all other copies, including color copies, the District shall charge no more than the actual cost for reproducing the records
- The District may charge the requester for the actual cost of purchasing a recording medium, whether disc, diskette, tape, jump drive or other medium.
- The cost for certifying a public record shall be \$1.

Public records may be furnished without charge or at a reduced charge if the individual requesting the public records states specifically the purpose for the request and the reasons that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee may be determined to be in the public interest if the principal purpose of the request 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. In determining the amount of waiver or reduction, the District may take into consideration the amount of materials requested and the cost of copying them.

Commercial Requests. Up to \$10 may be charged for each hour spent by personnel in searching for and retrieving a requested record in response to a commercial request, although no fees shall be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record. The actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with the public body may also be charged to a commercial requester. If a public body charges such a fee, it must provide the commercial requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records.