

RULES FOR INSPECTION AND COPYING OF PUBLIC RECORDS MAINTAINED BY SCHOOL DISTRICT U-46

1. Scope of Rules

These rules are intended to inform persons seeking access to public records of the procedures to be followed to inspect public records and obtain copies thereof from the Freedom of Information Officer (Anna Pasternak) at the District's offices:

District Records Office, 355 East Chicago Street, Elgin, Illinois 60120, room #120.

2. Submission of Requests

As permitted by the Illinois Freedom of Information Act (IFOIA), any person may inspect and obtain copies of certain public records maintained by School District U-46.

To request access to such public records, interested persons must submit a request in writing to Freedom of Information Officer, District Records Office, School District U-46, 355 East Chicago Street, Elgin, Illinois 60120. Requests will be received during the normal working hours of the district's Educational Services Center, exclusive of school holidays. Forms for this purpose are available in the office of the Custodian of Records, room #120, or via internet: www.u-46.org. These forms are provided for convenience – their use is not required. Please submit all requests to the District Freedom of Information Officer. Copying fees, if any, must be paid before copies will be provided. The Freedom of Information Officer can give you an estimate of the copying fees, if any.

3. Approval or Denial of Requests

The Freedom of Information Officer will inform the person requesting access to public records whether the request has been approved or denied by letter mailed within 5 working days after receipt of the request.

Under certain circumstances specified in the IFOIA, the time for responding to a request for access to public records may be extended for up to 5 additional working days. If such an extension is necessary, the Freedom of Information Officer will so notify the person requesting access to public records by letter mailed within the initial 5-day period referred to above.

4. Inspection and Copying

If a request for access to public records is approved, the person requesting access may inspect the public records which have been made available during normal business hours in the office designated by Freedom of Information Officer. To facilitate such inspection the person requesting access to such public record should make an appointment for inspection of the records prior to arriving at the office. If the person requesting access to public records wants copies of any of the records which have been made available, he or she must request such copies by completing the appropriate form and presenting it to the Freedom of Information Officer. A fee of 15¢ per copy will be charged after first 50 free copies. The person requesting access to public records may also request that the copies be certified.

Copies of the public records which have been made available will be provided by the Freedom of Information Officer after receipt of a written request for copies and upon payment of the copying fee (15¢ per copy after first 50 free pages).

5. Appeals of Denial of Request

If the Freedom of Information Officer denies the request for access to public records, the person requesting the information may submit in writing a Request for Review to the Public Access Counselor at the Attorney General's office. The Request for Review must be submitted to the Public Access Counselor within 60 calendar days after the denial of the FOIA request. Here is the contact information for the Public Access Counselor's Office: Public Access Bureau, 500 S. 2nd Street, Springfield, Illinois 62706, phone: 217-558-0486, or e-mail: publicaccess@atg.state.il.us. The person seeking access to public records may also file suit for injunctive or declaratory relief in accordance with the IFOIA.