

<b>LAKE FOREST BOARD OF EDUCATION</b>	<b>Last Reviewed: December 8, 2022</b>
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## **FREEDOM OF INFORMATION ACT (FOIA)**

The Lake Forest Board of Education meetings and records will be matter of public information, subject to such restrictions as are set by federal law or regulation, by state law, or by pertinent court rulings.

The official minutes of the Board, its written policies, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office of the Superintendent is open. However, no records will be released for inspection by the public or any unauthorized persons – either by the Superintendent or by any other person to the public interest, as described in state law.

The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. Each Building Administrator is authorized to use all means available to keep parents/guardians and members of the community informed about the school's program and activities.

### **FOIA Coordinator**

The Human Resources Director serves as the Lake Forest School District's FOIA Coordinator and may designate other employees to assist with public requests. The FOIA Coordinator shall maintain a document tracking all FOIA requests, including the:

1. Requesting Party's contact information.
2. Date the request is received.
3. District's response deadline.
4. Date of the response, including the reasons for any extension.
5. Names, contact information and dates of correspondence with individuals contacted in connection with each request.
6. Dates of review by the District employee.
7. Names of employees conducting reviews.
8. Availability of documents.
9. Amount of copying and/or administrative fees assessed.
10. Date of final disposition.

References to the FOIA Coordinator include the FOIA Coordinator's designee. Contact information for FOIA requests is:

Freedom of Information Act (FOIA) Coordinator  
Lake Forest School District  
5423 Killens Pond Rd  
Felton, DE 19943  
[FOIACoordinator@lf.k12.de.us](mailto:FOIACoordinator@lf.k12.de.us)

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### **District Website**

The District shall develop and maintain a District website for access to this policy; the FOIA Request Form promulgated by the Office of the Attorney General; the name and contact information of the FOIA Coordinator; and the receipt of FOIA requests via the internet.

### **Requests for Examining, Copying or Requesting Public Records**

1. All FOIA requests shall be in writing and delivered either in person, by U.S. mail, email, fax, or through the internet to the District's website. Except for materials and documents in active use or in storage, all public records may be examined and copies obtained at the Central Business Office.
2. Requests shall be as specific as possible and shall describe the records sought in sufficient detail to enable the District to locate the records with reasonable effort. The FOIA Coordinator may request that the citizen seeking public records provide additional information to assist in locating records such as the types of records, parties to correspondence, and subject matter of the requested records.
3. FOIA does not require the District to create records, or prepare summaries or compilations of records.
4. If the request seeks records in the possession of, and under the control of, another public body, the FOIA Coordinator will promptly forward the request and notify the Requesting Party. If records sought are controlled by the District but are not within its possession, an itemized written estimate of the cost of retrieving the records will be provided. The Requesting Party will then determine to proceed with, cancel, or modify the request.
5. The District will respond to a FOIA request within fifteen (15) business days of its receipt. The response shall provide access to the records, deny access to all or part of the records and provide a statement of the reasons for the denial, or advise that additional time is needed because the request is for voluminous records, legal advice is required, or a record is in storage or archived.
6. The District will provide emails if it is able to do so with reasonable effort. If the assistance of District information and technology personnel is necessary in order to provide emails, the District will provide the Requesting Party an itemized written estimate of the costs that will be incurred in retrieving such records. The Requesting Party shall then decide whether to proceed with, cancel, or modify the request.
7. Access for reviewing records shall be provided during the District's regular business hours.

### **Copying Fees**

The cost of providing copies of paper records shall be:

- No charge for the first 20 pages of standard sized (i.e. 8.5" x 11"; 8.5" x 14"; and 11" x 17"), black and white copies, and \$0.10 per page for each copy in excess of 20 copies (\$.20 for two sided).
- The charge for copying 18" x 22" shall be \$2.00 per page; 24" x 36" shall be \$3.00 per page; and larger than 24" x 36" shall be \$1.00 per square foot.
- Color copies/printouts shall cost an additional \$1.00 per page for standard sized copies, and an additional \$1.50 per page for larger copies.

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### **Administrative Fees**

- There will be no charge for one hour or less of staff time to process a request for records (i.e. identifying records, monitoring review of records, and generating computer records in electronic or printout form). Administrative fees shall not include legal consultation to determine whether records are exempt from disclosure.
- Administrative fees will be billed to the Requesting Party per quarter hour at the hourly rate of the lowest paid District employee capable of performing the service. Every reasonable effort will be made to minimize administrative fees.
- Prior to fulfilling any request requiring a Requesting Party to incur administrative fees, the District will provide an itemized written estimate of the administrative fees. The Requesting Party will decide whether to proceed with, cancel, or modify the request.
- When a Requesting Party submits multiple FOIA requests, the District will attempt to avoid, or minimize, administrative fees by aggregating staff time to process such requests.