

# Illinois Freedom of Information Act

Most records maintained by public entities are open for inspection and/or copying by individuals through the Illinois Freedom of Information Act (FOIA) ([5 ILCS 140/1 et.seq](#)). Under the Illinois Freedom of Information Act, these records may be accessed by the public upon written request.

The following are areas that are on file in the Leland CUSD #1 District Office or are located on the District website for viewing (no FOIA request required):

- [Board Policies](#)
- [District Goals](#)
- [District boundary map](#)
- [Description of the District and FOIA Posting Instructions](#)
- [Schedule of regular board meetings](#)
- [Public notice of each board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded](#)
- [Agenda for each regular board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded](#)
- [Official minutes of open meetings](#)
- [Annual budget for the current year](#)
- [District current report card](#)
- [Administrative salary compensation report](#)
- [Current contract with the Leland Education Association](#)
- [Listing of all contracts over \\$25,000 for the current fiscal year](#)

## **How can I submit a FOIA request?**

District 1 has no specific FOIA request form. Requests should state that information is being sought under the Freedom of Information Act. Provide a brief description of the public records requested, being as specific as possible. Requests must be submitted in writing and can be either mailed to the below address or emailed to the Freedom of Information Officer, Supt. Dr. Lane Abrell at [labrell@leland1.org](mailto:labrell@leland1.org)

Mailing Address:

Leland CUSD #1  
Attn: Freedom of Information Officer  
370 N. Main St.  
Leland, Illinois 60531

**What happens after I submit a request?**

The Illinois Freedom of Information Act requires agencies to respond within **five business** days of receipt of a request. **An extension of time may be requested for reasons stated in 5 ILCS 140/3(e)(i-vii).**

If the requested records are 50 pages, or less, in length, the pages will be copied and mailed to the requestor. If the records exceed 50 pages, the requester will be informed of the duplication cost.

**What are the costs for duplication?**

| Fee schedule for duplication of public records                |                |
|---|----------------|
| Paper copy from paper or electronic source (50 pages or less) | no charge      |
| Paper copy from paper or electronic source (51 pages or more) | \$.15 per page |
| Copy of audio or video material                               | cost of media  |

Checks are to be made payable to: "Leland Community Unit School District 1"

**Who can I contact if I have Freedom of Information Act questions?**

For a complete copy of the Illinois Open Records Act, contact Leland Community Unit School District 202’s Freedom of Information Officer (see below contact information) or go to the Illinois Attorney General’s website <http://www.illinoisattorneygeneral.gov>

Freedom of Information Officer – Supt. Dr. Lane Abrell  
 Leland CUSD #1  
 370 N. Main St.  
 Leland, IL 60531  
 Phone – 815-495-3821  
 Fax – 815-495-4611  
 Email – [labrell@leland1.org](mailto:labrell@leland1.org)