## GENERAL ADMINISTRATION

<u>ADMINISTRATIVE PROCEDURES – Access to Regional Office of Education Public</u> Records-Illinois Freedom of Information Act

The Regional Office of Education's "public records" are those records and documents, regardless of physical or electronic form, pertaining to the transaction of public business and as further defined by law, including the Illinois Freedom of Information Act (FOIA) and the ROE's FOIA Administrative Procedures.

The Regional Superintendent will designate one or more employees as the ROE's Freedom of Information Officer (FOIA Officer). The Regional Superintendent will develop, maintain, and implement administrative procedures which comply with the Illinois Freedom of Information Action.

Approved: 01/10/01 Revised: 10/01/19