

GENERAL ADMINISTRATION

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

Full access to the public records of the Champaign-Ford Regional Office of Education is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

Freedom of Information Officer

The Regional Superintendent will appoint an employee, who may be himself or herself, to serve as ROE 9's Freedom of Information Officer. ROE 9's Freedom of Information Officer will receive FOIA request, coordinate review of the relevant information, and respond on behalf of the ROE in a timely manner. Each FOIA Officer shall successfully complete the required training through the Public Access Counselor's office of the Attorney General on a timely basis.

Definition

The ROE's public records are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the Champaign-Ford Regional Office of Education.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the ROE's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Regional Superintendent or designee shall instruct ROE 9 employees to immediately forward any request for inspection and copying of a public record to ROE 9's Freedom of Information Officer or designee.

GENERAL ADMINISTRATION

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

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within five (5) business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as allowed under law. The Freedom of Information Officer may extend the time for a response for up to five (5) business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

In the event that a written request for access to ROE public records is denied, in whole or in part, the FOIA Officer shall provide the individual making the request with a written statement of the reasons for the denial and notice of the right to appeal the decision to the Public Access Counselor's office of the Attorney General and the right to judicial review. When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a commercial purpose and fees, costs, and personnel hours in connection with responding to a voluminous request.

Approved: 07/01/01
Revised: 10/01/19

GENERAL ADMINISTRATION

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

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the ROE during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the ROE's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the ROE's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the ROE shall make the requested record available for inspection and copying as otherwise provided in this policy.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act
 105 ILCS 5/10-16 and 5/24A-7.1
 820 ILCS 40/11
 820 ILCS 130/5

Approved: 07/01/01
Revised: 10/01/19