

Freedom of Information Act (FOIA)

JANUARY 1, 2010

FOIA is the Illinois Freedom of Information Act. Under the Illinois Freedom of Information Act (5 ILCS 140), records in possession of public agencies may be accessed by the public upon written request. Pursuant to 5 ILCS 140, Section 2 (c), public record means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body.

“Public records” includes, but is expressly not limited to: (i) administrative manuals, procedural rules, and instructions to staff, unless exempted by Section 7 of this Act; (ii) final opinions and orders made in the adjudication of cases, except an educational instruction’s adjudication of student or employee grievance or disciplinary cases; (iii) substantive rules; (iv) statements and interpretations of policy which have been adopted by a public body; (v) final planning policies, recommendations, and decisions; (vi) factual reports, inspection reports, and studies whether prepared by or for the public body; (vii) all information in any account, voucher, or contract dealing with the receipt or expenditure of public or other funds of public bodies; (viii) the names, salaries, titles, and dates of employment of all employees and officers of public bodies; (ix) materials containing opinions concerning the rights of the state, the public, a subdivision of state or a local government, or of any private persons; (x) the name of every official and the final records of voting in all proceedings of public bodies; (xi) applications for any contract, permit, grant, or agreement except as exempted from disclosure by subsection (g) of Section 7 of this Act.

ADAMS AND PIKE COUNTY REGION OFFICE OF EDUCATION'S RULES, REGULATIONS, AND PROCEDURES PERTAINING TO FOIA

All public records maintained in the Adams and Pike County Regional Superintendent of Schools office shall be made available to any person for inspection, copying, and certifying as provided in the following rules, regulations, and procedures adopted by the Regional Superintendent of Schools with the exceptions as referred to in Rule #6.

1. Definitions pertaining to these rules, regulations, and procedures shall be those as provided in the Illinois Revised Statutes, Chapter 5, ILCS 140/3.
2. All requests for the inspection or copying of the above referred to public records shall be submitted in writing to the Regional Superintendent either by fax or mailed to the Regional Superintendent of Schools office located at 507 Vermont Street, Quincy, Illinois or 1267 West Washington Street, Pittsfield, Illinois during regular office hours. A form is also provided for one to make a request for records. (Appendix A)
3. All requests for inspection or copying of such public records shall be approved or denied within 5 business days after receipt of the request, except in unusual cases referred to in Rule #4. Notice of such approval or denial will be on the form in Appendix B or Appendix C.
4. The 5 day limit referred to in Rule #3 may be extended for not more than five additional working days for any of the following reasons:
 - a) the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
 - b) the request requires the collection of a substantial number of specified records;
 - c) the request is couched in categorical terms and required an extensive search for the records responsive to it;
 - d) the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
 - e) the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions;
 - f) the request for records cannot be complied with by the public body within the time limits prescribed by paragraph (c) of this Section without unduly burdening or interfering with the operations of the public body;

- g) there is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

Notice of such extension shall be conveyed by mail on the form in Appendix D to the person making the request within the five day time limit referred to in Rule #3. Notice shall include the reasons for the delay and the date by which the records will be made available or a denial will be forthcoming. In no instance may the delay be longer than five working days.

5. Requests call for all records falling within a category will be complied with unless compliance with the request would be unduly burdensome to the Regional Superintendent's office. Before involving the exemption, a representative of the office shall confer with the person making the request in an attempt to reduce the request to manageable proportions. If this office responds to a categorical request by stating that compliance would unduly burden its operation, it shall do so in writing, using the form in Appendix C.
6. Records exempt from inspection and copying are those referred to in the Illinois Revised Statutes, 5 ILCS 140 Section 7 of Act 140.
7. Any person denied access to inspect or copy any public records in this office may appeal the denial by filing a request for review with the Public Access Counselor not later than 60 days after the date of the final denial. The request for review must be in writing, signed by the requester, and include a copy of the request for access to records and any responses from the public body. The Public Access Counselor is part of the Public Access Bureau in the Attorney General's office.
Contact information: Public Access Bureau
500 South 2nd Street
Springfield, IL 62706
217-558-0486
public_access @atg.il.us
8. Fees for copying and certifying the public records referred to in these rules shall be charged as indicated in the schedule contained in Appendix E.
9. Records that are available for immediate disclosure upon request are listed in Appendix F.
10. All rules, regulations, and procedures hereby enumerated, referred to, or implied shall be in conformance with the provisions of "The Freedom of Information Act", Illinois Revised Statutes, Chapter 5, ILCS 140/3.

REGIONAL SUPERINTENDENT OF SCHOOLS

507 Vermont Street Quincy, Illinois

1267 West Washington Pittsfield, Illinois

FREEDOM OF INFORMATION ACT

Request for Public Records

From: _____

NAME (Print)

ADDRESS (Print)

CITY, STATE, ZIP CODE (Print)

PHONE NUMBER

DESCRIPTION OF REQUESTED RECORD(S):

Please indicate if you wish to inspect the above captioned records or wish a copy of them.

_____ Inspection _____ Copy _____ Both

_____ Please check if some of these records requested need to be certified. Indicate which records are to be certified by placing an '*' prior to the description of the requested record above.

_____Please check if this request is being made for a commercial purpose. Section 2 of the Freedom of Information act states: “Commercial purposes means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation of advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organization shall not be considered to be made for a “commercial purpose” when the principal purpose of this request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. Section 3.1 states “It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the public body.”

_____Please check if a fee waiver or reduction is being requested. Section 6 of the Freedom of Information Act states: “Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.”

Please indicate your reason for requesting a fee waiver:

FOR OFFICE USE ONLY:

Date Received

Date Response Due

REGIONAL SUPERINTENDENT OF SCHOOLS

507 Vermont Street Quincy, Illinois
1267 West Washington Pittsfield, Illinois
110 N. West Street Jacksonville, Illinois
113 E. Main Street, Suite 2 Beardstown, Illinois

FREEDOM OF INFORMATION ACT

Approval of Request for Public Records

From: _____
NAME (Print)

ADDRESS (Print)

CITY, STATE, ZIP CODE (Print)

PHONE NUMBER

DESCRIPTION OF REQUESTED RECORD(S):

Your request received _____ for the above captioned records has been approved.

_____ The documents you requested are enclosed.

_____ The documents will be made available upon payment of copying costs in the amount of \$_____.

_____ You may inspect the records at _____ on _____
Date

Signature

Title

Date

REGIONAL SUPERINTENDENT OF SCHOOLS

507 Vermont Street Quincy, Illinois
1267 West Washington Pittsfield, Illinois
110 N. West Street Jacksonville, Illinois
113 E. Main Street, Suite 2 Beardstown, Illinois

FREEDOM OF INFORMATION ACT

Denial of Request for Public Records

To: _____
NAME (Print)

ADDRESS (Print)

CITY, STATE, ZIP CODE (Print)

PHONE NUMBER

DESCRIPTION OF REQUESTED RECORD(S):

Your request received _____ for the above captioned records has been denied:

_____ The request created an undue burden on the public body in accordance with Section 3 (f) of the Freedom of Information Act, and we were unable to negotiate a more reasonable request.

_____ The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons:

_____ The requested records are not required to be maintained by our office.

You have the right to appeal the denial of the records you have requested by submitting a written notice of appeal to:

The Public Access Counselor
Public Access Bureau
500 South 2nd Street
Springfield, IL 62706

In submitting your notice of appeal, the request for review must be in writing, signed by the requester, and include a copy of the request for access to records, and any responses from the public body. Appeals should be made no later than 60 days after the date of the final denial.

Signature Title Date

REGIONAL SUPERINTENDENT OF SCHOOLS

507 Vermont Street Quincy, Illinois
1267 West Washington Pittsfield, Illinois
110 N. West Street Jacksonville, Illinois
113 E. Main Street, Suite 2 Beardstown, Illinois

FREEDOM OF INFORMATION ACT

Extension of Time for Request for Public Records

Dear _____;

We have been unable to fill your request received _____ requesting:

For the reason or reasons checked below:

- () the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
() the request requires the collection of a substantial number of specified records;
() the request is couched in categorical terms and requires an extensive search for the records responsive to it;
() the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
() the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions;
() the request for records cannot be complied with by the public body within the time limits prescribed by paragraph (c) of this Section without unduly burdening or interfering with the operations of the public body;
() there is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

With respect to the records you have requested, such records will be available to you by _____, or we will make a decision denying your request by such date.

Signature

Title

Date

REGIONAL SUPERINTENDENT OF SCHOOLS

507 Vermont Street	Quincy, Illinois
1267 West Washington	Pittsfield, Illinois
110 N. West Street	Jacksonville, Illinois
113 E. Main Street, Suite 2	Beardstown, Illinois

FREEDOM OF INFORMATION ACT

Fee Structure

Fees for Copies of Records:

- No fees for the first 50 pages of black and white
- Fees for additional pages will not be more than 15 cents per page
- A fee of \$1 will be charged for certifying records
- The actual cost for recording medium, whether disc, diskette, tape, or other medium will be charged

REGIONAL SUPERINTENDENT OF SCHOOLS

Jill S. Reis, Regional Superintendent

Priscilla McElroy, FOIA Officer

507 Vermont Street	Quincy, Illinois
1267 West Washington	Pittsfield, Illinois
110 N. West Street	Jacksonville, Illinois
113 E. Main Street, Suite 2	Beardstown, Illinois

Administrator Academy Records	Per Capita Tuition Charges
Administrators' Compensation - Salary Reports	Policy Manual - Regional Office
Amendments - Health Life Safety	Professional Development Records (Teachers) - Regional Office
Annexation/Detachment Records	Program Budgets - Regional Office
Annual Financial Reports	Reg. Professional Development Review Committee Records
Applications for Recognition	Report Cards - Districts
Audits - Regional Office	Reports of Official Acts - Regional Office
Budgets - Regional Office (County)	School Reorganization Studies
Building Permits	Teacher Directories
Bus Driver Initial Course Records	Teacher Service Records
Bus Driver Refresher Course Records	Ten Year Surveys
Calendars - District	Treasurers' Bonds - Districts
Census Map Updates	Waivers - Districts
Certification Applications - Regional Office	Work Permit Records
Certification Registration Records - Regional Office	
Compliance Documents - Districts	
Country School Records	
Criminal Background Records	
Hazardous Bus Routes	
Hazardous Transportation Requests	
Health Life Safety Amendments	
Health Life Safety Annual Inspection Reports	
Home Schooling Records	
Institute Day Approvals - Districts	
Institute Fund Financial Reports - Regional Office	
Meeting Minutes - Regional Office	
Meeting Notices - Regional Office	
Non-Highly Qualified Reports	
Occupancy Permits	