

Freedom of Information Act FREQUENTLY ASKED QUESTIONS

What is the Illinois Freedom of Information Act?

The Illinois Freedom of Information Act (FOIA) provides public access to government documents and records. As a State institution, School District 158 is subject to the Illinois FOIA.

Who has the right to inspect public records?

The Act requires public bodies to make public records available "to any person."

What types of records are available to the public?

There is a presumption that citizens in a democracy are entitled to "full and complete information regarding the affairs of government and the official Acts and policies of those who represent them." The Act does, however, recognize that in order to enable public bodies to perform certain governmental functions properly and to protect personal privacy, some records and information need to be kept confidential.

How to File a FOIA Request

Any person may make a written request to review or receive copies of Consolidated School District 158 public records.

1. All requests must be made in writing and can be submitted via letter, facsimile, e-mail, a personal visit to the Administration Office, 650 Academic Drive, Algonquin, IL 60102, or through the District's established [Freedom of Information Act Request](#) form.
2. Describe **in detail** the subject or document(s) containing the information requested. Please **be as specific as possible**.

3. Submit your request to:

Consolidated School District 158
Lorie Woods, FOIA Officer
650 Academic Drive
Algonquin, Illinois 60102

FOIA@District158.org

847-659-6121 – facsimile

4. If you have any questions regarding this process, please contact the FOIA Officer at (847) 659-6107.

When can I view or pick up the requested documents?

Upon completion of your request, a written notification will be issued to the requestor stating the records are available for viewing. Inspection of District records, not excluded from the Illinois Freedom of Information Act, will be permitted between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, on days the District Administrative Office is open for business.

Does the Act require the production of new documents?

As a general principle, public bodies are not required to create new records to respond to requests for information, if the public body does not ordinarily maintain the requested information in record form.

What happens if my request is denied?

The FOIA Officer will notify the requestor within five (5) business days of receipt of the initial request. The notification will be in the form of a letter that explains the reason(s) for the denial.

Can denials be appealed?

Appeals of a decision to redact information from, or deny access to, public records should be submitted in writing to the Board of Education President, 650 Academic Drive, Algonquin, Illinois 60102.

Is there a charge?

You may view the documents at the District 158 Administration Building at 650 Academic Drive, Algonquin without charge, or a photocopy may be obtained as requested. For black and white, letter or legal sized copies (8 ½ x 11 or 11 x 14), the first 50 pages are free.

A fee, which is reasonably calculated to reimburse the District for the actual costs of reproducing and certifying the public records, may be charged for copies exceeding the first 50 pages. Such fees shall be set annually by a School Board resolution within the guidelines of the Illinois Freedom of Information Act laws. The following fees will be charged for copying District records:

8 ½" x 11" size paper	.03¢ per page	(pages 1-50 free)
8 ½" x 14" size paper	.05¢ per page	(pages 1-50 free)
11" x 17" computer printouts requiring reduction and printing on offset press	.05¢ per page	(pages 1-5 free)
CD / DVD	.50¢ per CD*	

* Fees for electronic media (CDs and DVDs) reflect the actual purchase cost.

If documents are to be sent by U.S. mail, applicable postage fees may be charged for items exceeding the weight of a one ounce first class mailing. Items sent via shipping companies (UPS, Federal Express, etc.) or requiring special handling (overnight, 2nd business day, etc.) will incur a charge of applicable shipping fees.