

## School Board

### Access to District's Public Records

The District's "public records" are those documents, tapes, photographs, letters, and any other recorded information or material, regardless of physical form or characteristic, that were prepared, used, received, or possessed by, or under the control of, the District, a school, a school official, or an employee. Public records shall be preserved and cataloged, including e-mail messages, if they: (1) are evidence of the District's organization, function, policies, procedures, or activities, or (2) contain informational data appropriate for preservation. Public records that are required to be preserved and cataloged may be destroyed when authorized by the Local Records Commission.

The Superintendent or designee shall respond to requests made under the Illinois Freedom of Information Act from anyone desiring access to and/or copying of a District's public record. The Superintendent or designee shall approve the request, unless:

1. The requested material is:
  - a. Not a "public record" as defined in this policy;
  - b. Exempt from inspection and copying by the Freedom of Information Act or any other State or federal law; or
  - c. Not required to be preserved or cataloged; or
2. Complying with the request would be unduly burdensome.

When responding to a request for a record containing both exempt and non-exempt material, the Superintendent or designee shall delete exempt information from the record before complying with the request. The Board President or Superintendent shall report to the Board at each regular meeting any Freedom of Information Act requests as well as the status of the response.

The Superintendent shall implement this policy with administrative procedures. The Board sets copy fees periodically.

LEGAL REF.: Chicago Tribune Company v. Bd. of Ed. of the City of Chicago, 773 N.E.2d 674 (Ill.App. 1 Dist. 2002).  
5 ILCS 140/1 et seq.  
105 ILCS 5/10-16.

CROSS REF.: 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: December 15, 2003