

**PECATONICA CUSD 321
FREEDOM OF INFORMATION REQUESTS (FOIA)**

How can I submit a FOIA request?

Requests can be submitted in writing to the Superintendent's Office and can be either:

Faxed to: (815-239-2125, Attention Superintendent's Office

Or

Mailed to:

Pecatonica CUSD 321

1300 Main Street

PO Box 419

Pecatonica, IL 61063

Attn: FOIA Officer

The Pecatonica School district has no FOIA request form. Letters should state that information is being sought under the Freedom of Information Act. Provide a description of the public records requested, being as specific as possible. Please provide a mailing address.

If you have questions about filing a FOIA request, please call the District Office at 815-239-1639.

What happens after I submit a request?

The Illinois Freedom of Information Act requires agencies to respond within 5 business days after receipt of a request for access to public record. The FOIA officer shall comply with or deny the requests, unless the time for response is extended as specified in Section 3 of FOIA. The FOIA officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the FOIA officer shall: (1) notify the person making the request of the reason for the delay, 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.

What are examples of records that can be requested?

Generally the most common request would be for copies of the following: District budget, District audit, Board policies, Collective Bargaining Agreement, Employee Handbook, etc. Other records may be requested if specified and allowable. (See exempt records below).

What records are exempt from being requested under the FOIA?

Exempt records include: Confidential student files, employee personnel files and generally those records that include personally identifiable information about students or staff members. In addition, no records request for commercial purposes will be honored.

What is the cost of duplication?

If requested records are 50 pages or less, no charge will be assessed. Any copies beyond 50 will be assessed at \$.15 per page to cover paper and copier costs.