

FREEDOM OF INFORMATION ACT – FOIA

Requests for Information

The Illinois Freedom of Information Act (FOIA) is designed to ensure that Illinois residents can obtain information about their government. Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA).

Public records are defined in FOIA as “all 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 materials 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 any public body”. A few examples of public records available under FOIA are: orders, rules, reports or studies, contracts, names, titles and salaries of public employees, and the voting records of public bodies. Information can be available in electronic as well as paper format.

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 District'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. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

The designated FOIA officers for Arbor Park School District 145 are:

Allen Jebens, Patricia Fournier, Deborah McDonough, or Sharon Moecker, at the following address: Arbor Park School District 145, 17301 Central Avenue, Oak Forest, IL 60452. Email requests can be accepted at ajebens@arbor145.org, pfournier@arbor145.org, dmcDonough@arbor145.org or smoecker@arbor145.org.

The District may charge a fee for producing copies of requested documents in accordance with the Freedom of Information Act (5 ILCS 140/6). For black and white, letter or legal sized copies the first 50 pages are free and additional pages may cost up to \$.15 per page.

[Link to Board of Education Policy 2:250 “Access to District's Public Records”](#)