Inquiries regarding specific Board policies <u>Board-Superintendent Relationship Types of School Board Meetings Communications To and</u> From the Board. Further information regarding the Illinois Freedom of Information Act provisitions may be found at <u>http://www.illinoisattornevgenderal.gov</u>

**Freedom of Information Act** (FOIA), Requesting Records 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 (Superintendent). 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 (Superintendent) or designee located at the River Bend District Office, 1110 3<sup>rd</sup>Street, Fulton, Illinois (phone number 815-589-2711).

**Fees:** No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be \$.05 per page. Actual cost will be charged for other documents not of standard size and for recording medium, (e.g. CD, thumb drive, tape, DVD). There will be no charge for electronic responses up to 4MB of data in non-PDF form, and up to 160 MB of data in PDF form. Data over these amounts, a fee of \$100 will be charged. The District will invite you to narrow the request if it is unduly burdensome.

Types of Records that will be made available immediately upon request and are posted on the webpage are as follows:

Board meeting schedules Board meeting minutes Board policies Annual budges Administrative compensation

Superintendent Darryl Hogue: <u>dhogue@riverbendschools.net</u> <u>Written Request for District Public Records</u>