

RULES FOR INSPECTION AND COPYING OF PUBLIC RECORDS MAINTAINED BY SCHOOL DISTRICT U-46

Scope of Rules

These rules are intended to inform persons seeking access to public records of the procedures to be followed to inspect public records and obtain copies thereof from the Director of District Records (Anna Pasternak) at the District's offices, 355 East Chicago Street, Elgin, Illinois 60120.

Submission of Requests

As permitted by the Illinois Freedom of Information Act (IFOIA), any person may inspect and obtain copies of certain public records maintained by School District U-46.

To request access to such public records, interested persons must submit a request in writing to Custodian of Records, School District U-46, 355 East Chicago Street, Elgin, Illinois 60120. Requests will be received during the normal working hours of the district's Administrative Offices, exclusive of school holidays. Forms for this purpose are available in the office of the Custodian of Records.

Approval or Denial of Requests

The Custodian of Records will inform the person requesting access to public records whether the request has been approved or denied by letter mailed within 7 working days after receipt of the request.

Under certain circumstances specified in the IFOIA, the time for responding to a request for access to public records may be extended for up to 7 additional working days. If such an extension is necessary, the Custodian of Records will so notify the person requesting access to public records by letter mailed within the initial 7-day period referred to above.

Inspection and Copying

If a request for access to public records is approved, the person requesting access may inspect the public records which have been made available during normal business hours in the office designated by the Custodian of Records. To facilitate such inspection the person requesting access to such public record should make an appointment for inspection of the records prior to arriving at the office.

If the person requesting access to public records wants copies of any of the records which have been made available, he or she must request such copies by completing the appropriate form and presenting it to the Custodian of Records. A fee of 20¢ per copy will be charged. The person requesting access to public records may also request that the copies be certified by the Director of District Records.

Copies of the public records which have been made available will be provided by the Custodian of Records after receipt of a written request for copies and upon payment of the copying fee (20¢ per copy).

Appeals of Denial of Request

If the Custodian of Records denies the request for access to public records, the person requesting access to public records may appeal the denial by sending a written notice of appeal to the Superintendent of the District. The Superintendent shall notify the person submitting the appeal whether the appeal has been granted or denied by letter mailed within 7 working days after receipt of the notice of appeal.

If the appeal is granted, the person seeking access to public records may inspect the records that have been made available and obtain copies thereof in accordance with item #4 above.

If the appeal is denied, the person seeking access to public records may file suit for injunctive or declaratory relief in accordance with the IFOIA.