

FOIA REQUEST PROTOCOL FOR OCUSD #220

SUMMARY DESCRIPTION

The Oregon Community Unit School District #220 is a public school district providing education in Ogle County, centered in Oregon, Illinois.

NO FUNCTIONAL SUB-DIVISIONS

Oregon CUSD #220 is a unitary operation without functional sub-divisions operating autonomously.

DISTRICT BUDGET

For FY 2009-2010, the total operating budget of OCUSD #220 is \$14,464,843.00

OFFICE

The District office is located at 206 South Tenth Street, Oregon, IL. 61061. The District has no other offices.

FREEDOM OF INFORMATION OFFICERS

The District has designated Mr. Thomas Mahoney as the Freedom of Information Officer.

EMPLOYEES

The District has approximately 202 full time and 36 part time employees.

DISTRICT BOARD OF EDUCATION

The Oregon Community Unit School District #220 is governed by a seven member Board of Education who is named under the Board section of this web site. The District has no current advisory Boards relative to policy or operations.

FREEDOM OF INFORMATION ACT REQUEST PROCEDURE

The Illinois Freedom of Information Act provides that a person may request that public records be made available for inspection and copying. The Oregon School District maintains a list of the categories of documents and other records in its control which is available for inspection and copying at the District office or by mailed request.

1. FOIA REQUESTS

Persons requesting to review and copy public records must reduce the request to writing and deliver the written request via mail, hand delivery, or fax to the District's designated

Freedom of Information officer at the School District office, 206 South Tenth Street, Oregon, Illinois.

The FOIA request will be dated as of the business day received.

Requests received after 4:00 PM, on weekends, or holidays, will be considered received on the next business day. Because of the volume of mail received by the District, any Freedom of Information request should indicate Freedom of Information Request or FOIA on the envelope or fax cover sheet. In addition to identifying the records sought to be reviewed, the requester must state whether his or her request is for a commercial purpose.

2. FREEDOM OF INFORMATION OFFICER'S DUTIES UPON RECEIPT OF FOIA REQUEST

Upon receipt of a FOIA request, the Freedom of Information officer shall be responsible to:

- 1). Note the date of receipt and date of response on the written request;
- 2). Maintain an electronic or hard copy of the FOIA request, including all attached documents until the request is complied with or denied, and any appeals have been exhausted;
- 3). Create a paper file for each request including for each such request a copy of the original

request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

3. FOIA RESPONSE TIMES

Ordinarily, the District will respond to the FOIA request within five business days after receipt. The District may extend the time to respond for an additional five business days by making a written response within the first five days stating that the time has been extended if: (a) the records or a portion are stored at locations other than the District Building; the request requires the collection of a substantial number of records; the request is couched in categorical terms and requires an extensive search for the records responsive to it; the requested records have not been located during a routine search and additional efforts are being made to locate them; the requested records must be evaluated by personnel with the necessary competence or discretion to determine if they are exempt from disclosure in whole or in part; or there is a need for consultation with another public body or more components of a public body having a substantial interest in the determination about releasing the records or in the subject matter of the request. Request made for commercial purposes shall be responded to within twenty one days. Record requests may be denied in whole or part if the requested materials fall within one or more exceptions to the production of records under FOIA.

4. FOIA RESPONSES

The Freedom of Information officer shall be responsible to approve, approve in part, or deny all FOIA requests within required time frames. Each response to a FOIA request must be transmitted in writing. If a request is denied in whole or in part, the written denial must include a detailed factual basis for the application of any exemption claimed, and the names and title of each person responsible for the denial. Each notice of denial by a public body shall also inform

the FOIA requester of the right to review the decision to deny the request with the Public Access Coordinator, stating the public access counselor's name and address and the requester's right to appeal the denial to the Public Access Counselor's office within 60 days after the date of the final denial. The Public Access Counselor as of January 19, 2009 is:

Cara Smith
Public Access Counselor
Office of the Attorney General
500 S. 2d Street
Springfield, Illinois 62706
1(877) 299-FOIA (1-877-299-3642)
Fax: (217) 782-1396
E-mail: publicaccess@atg.state.il.us

The requester who wishes to appeal must provide the Public Access Counselor with a copy of the request for access to records and any responses from the School District.

5. PROCEDURE FOR DENIALS BASED ON PRELIMINARY DRAFT AND OPINION EXEMPTION AND PRIVACY EXEMPTION

If the School District's Freedom of Information Officer proposes to deny any FOIA request because the records are preliminary drafts, notes, recommendation and other records in which opinions are expressed or policies or actions are formulated then the proposed denial letter shall specify the fact that the denial is based on 5 ILCS 140/7 (f) of the Freedom of Information Act and the specific reasons for the denial including a detailed factual description of the reasons for the denial and a citation of legal authority. In addition, the Freedom of Information Officer shall provide the Public Access Coordinator with a copy of the request, the proposed response, and a detailed summary of the public body's basis for claiming the exemption. The Freedom of Information Officer shall follow the same procedure with respect to proposed denials based on the disclosure of records which would constitute a clearly unwarranted invasion of personal privacy under 5 ILCS 140/7 (c). During the Public Access

Coordinator's consideration of this proposed response, the time-lines for action set forth under FOIA shall be tolled.

6. CENTRAL RECORD OF FOIA DENIALS

Copies of all notices of denial shall be kept in a central file indexed on the basis of the type of exemption asserted and, to the extent feasible, according to the types of records requested.

7. NO DUTY TO INTERPRET, ANALYZE OR MAINTAIN RECORDS

The School District does not interpret public records requested under FOIA or advise requesters as to the meaning or significance of public records. The School District routinely destroys records which are no longer required to be maintained by law or for legitimate school reasons. The School District expressly does not consider personal and union correspondence using its electronic or inter-office mail system to be public records subject to FOIA disclosure.