



TOWNSHIP HIGH SCHOOL DISTRICT 113

Board of Education Policy 2-250

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BOARD OF EDUCATION

ACCESS TO DISTRICT PUBLIC RECORDS

The Board of Education recognizes that all persons are entitled to request information regarding the official acts, decisions, procedures and policies of the School District. Accordingly, the Board shall designate at least two Board Members and/or employees as its Freedom of Information Officers, shall maintain and make available public records, and shall grant and deny requests for such information as required by the Illinois *Freedom of Information Act*. The Board President or Superintendent shall, at each regular Board meeting: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with the Illinois *Freedom of Information Act (FOIA)* and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

The Superintendent is hereby authorized to establish procedures implementing this policy and prepare the records directory and District description required under the Act. Further, the Superintendent shall ensure that the District description and the procedures for requesting public records, including the names of the designated Freedom of Information Officers, the address where requests for public records should be directed, and any fees, are prominently displayed at the District office and posted on the official District website.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.
105 ILCS 5/10-16 and 5/24A-7.1.
820 ILCS 40/11.
820 ILCS 130/5.

Cross References: Policy 5-150 (Personnel Records), Policy 4-15 (Identity Protection),
Policy 2-140 (Communications To and From the Board),
Policy 5-150 (Personnel Records), Policy 7-15 (Student Records)

Link to: [Administrative Procedures – Implementing Board Policy 2-250](#)

Adopted: 09/08/15