

School Board

Administrative Procedure - Access To Cooperative's Public Records

The following procedures shall be followed when persons seek access to information under the provisions of the Illinois Freedom of Information Act.

1. Inspection of Cooperative records not excluded from the Illinois Freedom of Information Act will be permitted between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, on days the Cooperative office is open for business.
2. Records are inspected at the Cooperative office, 5318 W. 135th Street, Crestwood, IL 60445. Records are not to be removed from there.
3. Requests to inspect Cooperative records will be submitted in writing to the Executive Director or designee. The Cooperative will either comply with or deny written request for public records within 7 working days. Under circumstances specified in section III of the Act, the time for responding may be extended by not more than 7 working days.
4. Inspection will not be allowed when records are in immediate use by persons exercising official duties that require use of the records.
5. Requests must specify Cooperative records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.
6. Should the requested records be classified as exempt but contain information which is not exempt, the Executive Director or designee shall delete the exempt material and release the remaining information for inspection and copying.
7. The Executive Director or designee shall be present during inspection or copying of Cooperative records.
8. Upon request, copies of the requested Cooperative public records shall be produced at the time of inspection. A fee, which is reasonably calculated to reimburse the Cooperative for the actual costs of reproducing and certifying the public records, may be charged. Such fees shall be set annually by an Executive Board resolution. The following fees will be charged for copying Cooperative records.

9. Copy fees will be waived or lowered if the person making the request states a specific purpose for the request which is in the public interest. A request is in the public interest if its purpose is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principle purpose of personal or commercial benefit. "Commercial benefit" does not apply to news media requests. In setting the amount of the waiver or reduction, the Executive Director may consider the amount of materials requested and the cost of copying them.

If a request for access is denied, in whole or in part, the Executive Director will provide the individual making the request with a written denial and notice of the right to appeal the decision to the Executive Board.

March 21, 2000