

FREEDOM OF INFORMATION ACT POLICY

FOIA Officer: Janice Stoettner, Executive Director
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FOIA is the Illinois Freedom of Information Act. Under the Illinois Freedom of Information Act (5ILCS 140), records in possession of public agencies may be accessed by the public upon written request. Pursuant to 5 ILCS 140, Section 2(c), "Public records" means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body.

"Public records" includes, but is expressly not limited to: (i) administrative manuals, procedural rules, and instructions to staff, unless exempted by Section 7(p) of this Act; (ii) final opinions and orders made in the adjudication of cases, except an educational institution's adjudication of student or employee grievance or disciplinary cases; (iii) substantive rules; (iv) statements and interpretations of policy which have been adopted by a public body; (v) final planning policies, recommendations, and decisions (vi) factual reports, inspection reports, and studies whether prepared by or for the public body; (vii) all information in any account, voucher, or contract dealing with the receipt or expenditure of public or other funds of public bodies; (viii) the names, salaries, titles, and dates of employment of all employees and officers of public bodies; (ix) materials containing opinions concerning the rights of the state, the public, a

subdivision of state or local government, or of any private persons; (x) the name of every official and the final records of voting in all proceedings of public bodies; (xi) applications for any contract, permit, grant, or agreement except as exempted from disclosure by subsection (g) of Section 7 of this Act.

RULES, REGULATIONS, AND PROCEDURES

All public records maintained in the Career Development System office shall be made available to any person for inspection, copying, and certifying as provided in the following rules, regulations and procedures adopted by the CDS CEO Board of Control with the exceptions as referred to in rule #6.

1. Definitions pertaining to these rules, regulations and procedures shall be those as provided in the Illinois Revised Statutes, Chapter 5, ILCS 140/3.
2. All requests for the inspection or copying of the above referred to public records:
 - a) Requests shall be submitted in writing to:

FOIA Officer
Career Development System
16333 South Kilbourn Avenue
Oak Forest, Illinois 60452
Fax: (708) 225-6025
stoettner@hotmail.com
 - b) Request should state that the information is being sought under the Freedom of Information Act. A brief and specific description of the public records requested should be provided.
 - c) Responses can be provided by Career Development System via e-mail or US mail; therefore, an email and mailing addresses are required.
3. All requests for inspection or copying of such public records shall be approved or denied within 5 business days after receipt of the request, except in unusual cases referred to in Rule #4.

4. The 5-day limit referred to in Rule #3 may be extended for not more than five additional working days for any of the following reasons:
 - a) The requested records are stored in whole or in part at other locations than the office having charge of the requested records.
 - b) The request required the collection of a substantial number of specified records.
 - c) The request requires an extensive search for the records.
 - d) The requested records have not been located and additional efforts are being made to locate them.
 - e) The requested records require examination to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions.
 - f) The requested records cannot be produced without unduly burdening or interfering with the operations of the public body.
 - g) The request requires the public body to consult with another public body that has substantial interest in the subject matter of the request.

Notice of such extension shall be conveyed in writing to the requestor within the five-day time limit referred to in Rule #3. Notice shall include the reasons for the delay and the date by which the request will be approved or denied. In no instance may the delay be longer than five working days.

5. Requests calling for all records falling within a category will be complied with unless compliance with the request would be unduly burdensome to the Career Development System office. Before invoking this exemption, a representative of the office shall confer with the person making the request in an attempt to reduce the request to manageable proportions.
6. Records exempt from inspection and copying are those referred to in the Illinois Revised Statutes, 5 ILCS 140 Section 7 of Act 140.

7. Any person denied access to inspect or copy any public records in this office may appeal the denial by filing a request for review with the Public Access Counselor not later than 60 days after the date of the final denial.

The request for review must be in writing, signed by the requester, and include a copy of the request for access to records and any responses from the public body. The Public Access Counselor is part of the Public Access Bureau in the Attorney General's office:

Public Access Bureau
500 S. 2nd Street
Springfield, Illinois 62706
217-558-0486
publicaccess@atg.state.il.us

8. Fees for copying and certifying the public records referred to in these rules shall be charged as indicated in the schedule contained here:

Black and white, letter or legal sized copies:

First 50 pages (single sided)	No fee
Pages 51 and over	\$0.15 per page

Color, letter or legal sized copies:

All pages	Actual cost, to be determined
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Electronic copies:

Actual cost of electronic media furnished to requestor

9. Records that are available for immediate disclosure upon request are listed here:
 - a) Financial records, including but not limited to: annual report, state and federal grant regional and district-specific allocations and expenditures, program-specific budgets, salary and benefits schedule
 - b) General correspondence
 - c) Freedom of Information Act and Open Meetings Act-related files (meeting agendas, minutes, information disseminated)

- d) Press releases and news stories
 - e) Brochures and other publications of Career Development System
10. All rules, regulations, and procedures hereby enumerated, referred to, or implied shall be in conformance with the provisions of "The Freedom of Information Act," Illinois Revised Statutes, Chapter 5, ILCS 140/3.