

## **What is FOIA?**

FOIA is the Freedom of Information Act. The Illinois Freedom of Information Act (5ILCS 140), records in possession of public agencies and government entities may be accessed by the public upon written request. A public record includes records, reports, forms, letters, and other documentary materials of various types that have been received, created, or possessed by a public body.

### **What records will not be released?**

Records that are not subject to release via the FOIA process include confidential and trade secret information. In addition, any information that is considered private, an unwarranted invasion of personal privacy, or a student record is exempt from the act.

### **How can I submit a FOIA request?**

A request must be submitted in writing. It can be faxed to 618.586.2905 or mailed to the following address:

FOIA Request  
Palestine Community Unit School District #3  
P.O. Box 217  
Palestine, Illinois 62451

Palestine Community Unit School District #3 has no official request form. Letters should state that information is being sought under the Freedom of Information Act. Please provide a brief and specific description of the public record requested. If you have questions about filing a FOIA request please call the Unit Office at 618.586.2713.

### **What happens after I submit a request?**

The Illinois Freedom of Information Act requires agencies to respond within five working days of receipt of a request. A five-day extension is allowed with written notification to the requester.

If the requested records are 50 pages or less in length, the pages will be copied and mailed to the requester. If the records exceed 50 pages, the requester will be notified of the duplication cost. Each page exceeding the first 50 pages will cost \$0.15.

### **Can I appeal a denied request?**

If the request is denied, requesters may appeal the decision to the Public Access Counselor in the Office of the Attorney General or to the circuit court.