

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

ACCESS INFORMATION TO THE PUBLIC

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POLICY 1130

ADOPTED: 11/20/90

AMENDED: 03/16/99

AMENDED: 11/20/01

Effective immediately, to allow access to full and complete information regarding government affairs and the official acts and policies of public officials and employees, the Board shall comply with or deny a written request for public records within (7) working days of receipt of request.

Further, to enable the public to discuss public issues fully and freely, in order that they may make informed political judgments and monitor government.

This policy is adopted in compliance with the Illinois Freedom of Information Act.

I. Public Records

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 used or being used, received, possessed or under the control of any public body.

Head of Public Body

The Board of Trustees designates the Vice President of Business Services as the Freedom of Information officer for the College.

II. Requirements

Public records will be available for inspection or copying at a charge of \$.15 per copy.

Copies of public records will be duplicated if requested in writing and paid for by the requesting party in advance. Requests should be made in person or in writing to the Vice President of Business Services.

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III. Procedures

Inspection only during regular office hours. Twenty-four hour advance written notice required, specifying records to be inspected. Inspection not allowed when records are in immediate use by persons exercising official duties which require the use of the records. Personnel of the College may be present during the inspection. Time period for inspection may be limited by the Administration. Records must be specified with reasonable particularity. All written requests will be met within seven working days.

IV. Extensions For An Additional Seven Working Days Will Be Required If:

Records are stored in another location; a substantial number of records were requested; the request was in categorical terms and required an extensive search of other records; records have not been located in the course of the routine search; the requested records require examination and evaluation by persons with competency and discretion to determine whether the records or portions are exempt; request places undue burden on or interference with the operations of the public body; there is a need to consult with another public body having substantial interest in the determination or in the subject matter of the request.

V. A. "Exemptions"

The College shall not be obligated to disclose records specifically exempt from disclosure under the exemptions specified in Section 140/7 of the Freedom of Information Act (5 ILCS 140/7). Each request received shall be evaluated by the Vice President of Business Services as the Freedom of Information officer for the College.

B. "Non-Exemptions"

All non-exempt portions of otherwise exempt records must be separated and made available.

C. "Other Exemptions"

Are provided in the Act, but are not generally applicable to school districts.

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VI. Denials

1. Notify requestor, within seven working days, stating: Reason for denial; names of persons, and titles responsible for denial; right to appeal to head of public body; if exemption is claimed, specify which exemption.
2. Retain copies of all notices of denial in central file open to the public and indexed according to applicable exemption.
3. The requesting party so denied may appeal the Administration's denial by requesting in writing a review by the Board of Trustees. If denied by the Board of Trustees, the requestor will be notified and advised of his right to judicial review at the Circuit Court level.

VII. "Reporting to the Board of Trustees"

The Chairman and the President may report any requests to the Board of Trustees at an open meeting within seven days of making the request or at the next regularly scheduled meeting of the Board of Trustees.