

## **Freedom of Information Act (FOIA) Procedures for**

### *Elementary School District 159*

#### **FOIA Procedures**

##### ***What is FOIA?***

FOIA is the Illinois Freedom of Information Act. Under the Illinois Freedom of Information Act (5 ILCS 140), records in possession of public agencies may be accessed by the public upon written request. Pursuant to 5 ILCS 140, Section 2(c), a public record is any records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, 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. Records that are not subject to release via the FOIA process include confidential and trade secret information.

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

Requests to inspect or secure copies of public records shall be submitted to the district's designated Freedom of Information Act (FOIA) officer:

Dr. Mable A. Alfred  
Superintendent of Schools  
Elementary School District 159  
6202 Vollmer Rd.  
Matteson, Illinois 60443  
Phone: (708) 720-6632  
Fax: (708) 720-3218  
[malfred@dist159.com](mailto:malfred@dist159.com)

In accordance with FOIA, such requests shall be made by the requestor in writing and sent via fax, e-mail or U.S. mail. Oral request will not be accepted. While the following information is not required, its inclusion will help in processing the request for public records.

- The requestor's full name, address and telephone number
- A description of the records sought, being as specific as possible.
- Whether the request is for inspection of records, copies of records, or both.

If the requestor would prefer to hand deliver the request, the business hours for the district's administration building are 8:00 a.m. to 4:00 p.m. Monday through Friday. The building is closed for business on Saturdays, Sundays and designated school, state, or federal holidays. All requests will be date stamped upon receipt by the district's designated FOIA officer or designee.

***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.