

**ADMINISTRATIVE PROCEDURE**

**BOARD OF EDUCATION**

**Freedom of Information**

1. Only District employees will be permitted to search for and reproduce requested documents.
2. Any individual who is denied Freedom of Information materials and wishes to appeal must do so in writing to the Superintendent of Schools within seven (7) days of receipt of the denial letter.
3. An appeal of any denial of Freedom of Information materials will be reviewed by the Board of Education at its next regular meeting. All discussion of the Board of Education will be final.
4. The Superintendent and Assistant Superintendent will respond to requests for documents. District Office secretaries may receive any requests and forward them to the District administration.
5. Any person requesting records of Community Unit School District 709 may make such a request in person, orally or in writing, at the District Office at 235 E. Jackson St., Morton, Illinois, 61550-1600. Business hours of the District Office are 8:00 a.m. to 4:00 p.m. each week day except official school holidays and most Board approved school term holidays. Such request should be made to the Superintendent at such address; and if he is not present, such request may be made to his designee. Alternately, any person may mail a written request to the Superintendent specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the Board of Education office at the above address. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified. A form (DF-17) for making such request is available at the District Office.
6. The Superintendent will periodically review the records directory, information directory and catalog and make additions or deletions.
7. The administration will review annually the schedule of fees for reproducing and certifying documents based on actual cost.
8. The Board of Education will be notified of any request for Freedom of Information materials.

ADOPTED: November 14, 1995

REVIEWED: July 12, 2005