

FREEDOM OF INFORMATION ACT  
Policy and Contact Information

The Director or designee shall respond to requests made under the Illinois Freedom of Information Act from anyone desiring to inspect and/or copy a System public record. The Director or designee shall approve the request, unless:

1. The requested material is: (a) not a “public record” as defined in this policy, (b) exempt from inspection and copying by the Freedom of Information Act or any other State or federal law, or (c) not required to be preserved or cataloged; or
2. Complying with the request would be unduly burdensome.

When responding to a request for a record containing both exempt and non-exempt material, the Director or designee shall delete exempt material from the record before complying with the request. The Chairman or Director shall report to the Executive Committee at each regular meeting any Freedom of Information Act requests as well as the status of the response.

The Director shall implement this policy with administrative procedures. The Executive Committee will set copy fees periodically.

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