

Access to District's Public Records

Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA) and Board Policy 2.250.

Definition

The District's "public records" are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District Freedom of Information Officer. All requests for inspection and copying shall be e-mailed to the District Freedom of Information Officer at FOIA@rps205.com, telefaxed to the District Freedom of Information Officer at 815-966-3905 or mailed/delivered to the District Freedom of Information Officer at Legal Department, 501 7th Street, Rockford, IL 61104. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver.

Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. Copying fees are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.