

**Fieldcrest Community Unit School District 6**  
**Freedom of Information Act Procedures and Fees Resolution**

**WHEREAS**, the Illinois Freedom of Information Act, Senate Bill 189, the Governor signed the bill into law on August 17, 2009, as Public Act 96-542 (hereinafter the FOIA) authorizes each public body to promulgate rules and regulations in conformity with the provisions of Section 3 of the Act pertaining to the availability of records and procedures to be followed, including:

- (i) the times and places where such records will be made available, and
- (ii) the persons from whom such records may be obtained.

**WHEREAS**, Section 6 of the FOIA authorized each public body to charge fees reasonably calculated to reimburse its actual cost for reproducing and certifying public records for the use, by any person, of the equipment of the public body to copy records, and to be imposed according to a standard scale of fees, established and made public by the body imposing them.

**WHEREAS**, at the regular meeting of the Fieldcrest CUSD 6 Board, held on July 24, 2019, a motion was passed adopting the following procedures pursuant to the FOIA.

**IT IS HEREBY RESOLVED AS FOLLOWS:**

- A. Any person submitting a proper request for inspection or copying of public records under FOIA shall deliver any and all said requests during regular business hours, in writing, to the Fieldcrest Unit Office located at 1 Dornbush Drive, Minonk, Illinois; or delivered by mail to the same address; or emailed to [doakley@unit6.org](mailto:doakley@unit6.org) or [krockwell@unit6.org](mailto:krockwell@unit6.org). All such communications should be clearly marked Attn: FOIA Officer.
- B. Requests will be stamped and dated with date received by the FOIA Officer as per the statute.
- C. Copies of public records required to be disclosed pursuant to the FOIA shall be made available to such person upon payment of copying fees in accordance with the following scale of fees, which shall be posted in a prominent place in each school building comprising the Fieldcrest CUSD 6:

Fieldcrest Unit Office, 1 Dornbush Drive, Minonk, IL 61760

Fieldcrest High School, 1 Dornbush Drive, Minonk, IL 61760

Fieldcrest Intermediate School, 306 North Maple Street, Toluca, IL 61369

Fieldcrest Middle School, 102 West Elm Street, Wenona, IL 61377

Fieldcrest Primary School, 523 Johnson Street, Minonk, IL 61760

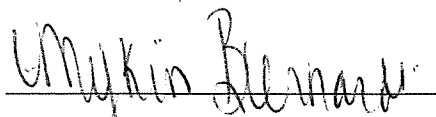
- D. The Fieldcrest CUSD 6 Board has designated the district Superintendent as the FOIA Officer (Board Policy 2:250).
- E. Documents available via the district website will not be reproduced in response to a Freedom of Information Act request.
- F. Requests for certified copies of records must be clearly noted in the request.
- G. Fees

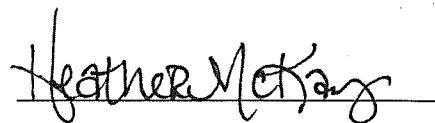
TYPE OF DUPLICATION	FEE
Electronic copy (email) from original source	No charge
Paper copy from paper or electronic source, 50 pages or less	No charge
Paper copy from paper or electronic source, 51 pages or more	No charge for the first 50 pages; \$0.20 per page for all pages above 50 pages
Diskette or CD-ROM, for electronic source documents	District cost of medium
Copy of audio or video material	Cost of tape, disk, etc.

- H. All fees are to be paid at the time of document pickup/delivery. Checks are to be made payable to: "Fieldcrest CUSD 6".

ADOPTED THIS 24th DAY OF July 2019.

By a vote of 5 Ayes, 0 Nays, and 0 Abstentions

  
Mykin Bernardi, Board President

  
Heather McKay, Board Secretary