

Nashville Community High School District 99

The Illinois Freedom of Information Act (FOIA)

FOIA requests should be made in writing to the District's FOIA Officer, Superintendent Brad Turner, and, if submitted by mail should be sent to the address provided below.

The following procedures must be followed when requesting access to District public records under the provisions of the Illinois FOIA:

1. Inspection of District records not exempted under the FOIA will be permitted between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday during the school term when school is in session and on days when the District office is open to the public. During the summer, the office hours are 7:00 a.m. through 1:00 p.m. unless posted otherwise.
2. Inspection of records is to be made in the designated area, and District records are not to be removed from the District office.
3. Requests to inspect District records must be submitted in writing to Brad Turner, Superintendent. The District will answer requests received within five working days, unless an extension authorized by FOIA applies or the request is for a commercial purpose.
4. Requests must specify District records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.
5. The Superintendent or designee may be present during inspection of District records.
6. Copies of requested records will be provided by District employees within the limitation of District copying equipment.
7. No fees will be charged for the first 50 pages of black and white, letter or legal sized copies requested by a requester. The fees charged for copying District records above and beyond 50 pages will be set by the Board of Education. For all other copies, the District shall charge no more than the actual cost for reproducing records.

Mailed requests may be submitted to:

Brad Turner, Superintendent
Freedom of Information Request
1300 S. Mill Street
Nashville, IL 62263