

FOIA Requests

FREEDOM OF INFORMATION ACT REQUESTS

Any person may request information and documents by making a clear, concise request to the FOIA officer. The FOIA officer for this office is Mr. Tim Schurman, who can be contacted as follows:

Chadwick-Milledgeville #399
100 E. 8th Street
Milledgeville, IL 61051

Email: tschurman@dist399.net
Phone: 815-225-5839
Fax: 815-225-7847

What is FOIA?

FOIA is the Illinois Freedom of Information Act. Under the Illinois Freedom of Information Act (5 ILCS 140), records in possession of public agencies may be accessed by the public upon written request. Pursuant to 5 ILCS 140, Section 2©, a public record is any records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body. Records that are not subject to release via the FOIA process include confidential and trade secret information.

How can I submit a FOIA request?

Requests must be submitted via
Email – tschurman@dist399.net
OR

Mailed to:
Chadwick-Milledgeville #399
Attn: FOIA Request
100 E. 8th Street
Milledgeville, IL 61051

What happens after I submit a request?

The Illinois Freedom of Information Act requires agencies to respond within five working days of receipt of a request. A five-day extension is allowed with written notification to the requester. If the requested records are 50 pages, or less, in length, the pages will be copied and mailed to the requestor. If the records exceed 50 pages, the requester will be informed of the duplication cost.