



## Freedom of Information Act (FOIA) Requests

In accordance with the [State of Illinois Freedom of Information Act](#) and Geneseo Community Unit School District #228 Board of Education Policy 2:250, the district's Freedom of Information Act (FOIA) officer will respond to requests from anyone desiring to inspect and/or copy a district public record. Requests will be approved, unless the requested material is (a) not a "public record" as defined by Policy 2:250; (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.

FOIA requests may be submitted to Superintendent Scott Kuffel at [skuffel@geneseoschools.org](mailto:skuffel@geneseoschools.org)

[www.illinoisattorneygeneral.gov/.../FAQ\\_FOIA\\_Public.pdf](http://www.illinoisattorneygeneral.gov/.../FAQ_FOIA_Public.pdf)

### Fees

1. The copying fee, except when it is otherwise fixed by statute, must be 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. The cost of any search for and review of the records or other personnel costs associated with reproducing the records are not included in the fee calculation.
2. Statutory fees applicable to copies of public records when furnished in a paper format are not applicable to those records when furnished in an electronic format.
3. No fee is charged for the first 50 pages of black and white, letter or legal sized copies furnished to a requester.
4. The fee for black and white, letter or legal sized copies shall not exceed 15 cents per page.
5. If the District provides copies in color or in a size other than letter or legal, the fee may not be more than its actual cost for reproducing the records.