

Freedom of Information Act (FOIA) Procedures

FOIA OFFICERS:

JOSH QUICK, SUPERINTENDENT

DEBBIE PETHTEL, ADMINISTRATIVE ASSISTANT TO SUPERINTENDENT

FOIA REQUESTS SHOULD BE DIRECTED TO:

CUSD #2

206 South Jackson Street

Robinson, Illinois 62454

Attn.: Josh Quick or Debbie Pethtel

jquick@roe12.net – phone 618-544-7511 x13 – fax 618-544-9284

dpethtel@roe12.net – phone 618-544-7511x12 – fax 618-544-9284

FOIA REQUESTS:

- Must be made in writing, written requests may be submitted by regular mail, personal delivery, fax or any other means available, including e-mail. After receiving request, the public body will have 5 days to respond to request.
- Requestor must disclose if records are sought for a commercial purpose, in which the public body has 21 days to respond to a records request made for a commercial purpose.

FEE:

- The first 50 pages of black-and-white letter-size copies are free.
- The copying charge for remaining pages is capped at 16 cents per page.
- A public body may not charge more than the actual cost for reproducing color copies or copies of other sizes.
- The charge for certification of records is limited to \$1 per record.