

## Freedom of Information Requests

Any person requesting records of the Dupou Community Unit School District No. 196 must make such a request in writing and said request can be presented in person or via mail delivery at the Board of Education Office, 600 Louisa Avenue, Dupou, Illinois, 62239. Alternately, requests may be sent via e-mail to the Freedom of Information Officer, Dr. Stephen Smith, at [ssmith@dupou.stclair.k12.il.us](mailto:ssmith@dupou.stclair.k12.il.us).

No fees will be charged for the first 50 pages of (black and white, letter or legal sized) copies. After the first 50 pages, the fee will be 15¢ per page. The District may waive or reduce fees if the person requesting the records states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest. For more detailed information regarding fees, see Board Policy 2:250, which is available at the District Office.

"Public Records" means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information, and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.

This Act provides numerous exemptions from disclosure. The District is not required to create new records to comply with requests for information.

You have a right to have a denial of your FOIA request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of you receive the denial letter. Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC. You can file your Request for Review with the PAC by writing to:

Public Access Counselor  
Office of the Attorney General  
500 South 2nd Street  
Springfield, Illinois 62706  
Fax: 217-782-1396  
E-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)