

ILLINOIS FREEDOM OF INFORMATION ACT

Frequently Asked Questions

The Illinois Freedom of Information Act (FOIA) is intended to ensure that the public has access to information about the functioning of their governmental bodies. Beginning January 1, 2010, additional requirements for FOIA took effect.

What is FOIA?

The Freedom of Information Act is a state statute that provides the public access to government documents and records. FOIA provides that any member of the public, either as an individual or as a member of a group, can request an opportunity to review documents, can request copies of documents, or both. Unless a specific exemption applies to a particular document, the government body must allow access within a specified time line. School districts and special education cooperatives, as public bodies, are subject to FOIA.

Who are the FOIA Officers for LICA?

Becki Streit, Executive Director of LICA rstreit@lica.k12.il.us or 847.803.9444 x 224

Jan Stafford, Executive Assistant jstafford@lica.k12.il.us or 847.803.9444 x 223

How do I make a FOIA request?

Please begin by reviewing [LICA Policy 4.7](#) and its accompanying administrative procedures on the LICA website, www.lica.k12.il.us

You may use the [FOIA request form](#) available on the website, www.lica.k12.il.us, or supply the information requested in writing on your own. Information requested on the form is not required, but does help us process FOIA requests. Submit your written request via email to one of LICA's FOIA Officers, or via fax to 847.803.9480, or via US Mail to LICA, 1601 Feehanville Drive, Suite 400, Mount Prospect IL 60056. Oral requests will not be honored.

In most cases, the public body has 5 days from the date of the request to respond. That time line may be extended by an additional 5 days if:

- The requested information is stored at a different location;

- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body that has substantial interest in the subject matter of the request.

If additional time is needed, the public body must notify the requestor in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.

What is a “business day” or “working day”?

A “business day” or a “working day” is a regular day of the week when most businesses are open. Saturdays, Sundays, and legal holidays are not considered to be working days for the purposes of calculating the 5-day response time.

For more information:

<http://foia.ilattorneygeneral.net/>