

Oak Park Elementary School District #97  
Bylaws & Policies

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### **8310 - PUBLIC RECORDS**

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Illinois for inspection and reproduction with the exception of items identified as exemptions in Section 140/7 of the Freedom of Information Act.

Any person may make a written request for any public records of the District. Any oral requests for records will not be processed. **The person orally requesting records will be instructed to put the request in writing to the attention of the District's FOIA officer and to indicate whether the request is made for a commercial purpose. The person may inspect, copy, or receive copies of the public record requested.** The District shall respond to such requests and copies made within **five (5)** working days after receipt unless otherwise agreed to in accordance with the Freedom of Information Act **and except for records to be used for a commercial purpose. Such records shall be provided within twenty-one (21) working days.**

A resident may purchase copies of the District's public records upon payment of a fee. No public record may be removed from the office in which it is maintained except by a Board ~~officer~~ **member** or employee in the course of the performance of his/her duties. **Copies of recordings removed from the District office by a Board member will be returned to the Board Secretary.**

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

5 ILCS 140/1 et seq.

Revised 11/29/06