

BOARD MEMO – INFORMATION ITEM



To: Board of Education

From: Cody Martzluf, Superintendent

Date: Tuesday, September 22, 2026

RE: FOIA Requests

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

*Providing Foundations Together,
Cultivating Individual Growth*

The Freedom of Information Act (FOIA) is a law that provides the public the right to request access to public records from federal agencies. The Illinois Freedom of Information Act (FOIA) is a law that provides the public the right to request access to public records from state and local agencies, including school districts. FOIA is a critical tool to promote transparency, accountability, and trust in public entities.

The District's FOIA Officer shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Date Received	Due Date	Extension Due Date	Requestor/Company	Topic/Summary	Date Responded
8/7/2026	8/14/2026	8/28/2026	Catherine Merrill Databranchusa.com	All products from: Brandon Industries, Capital StreetScapes, Custom Products Corporation, Hall Signs, National Time & Signal, Pyramid Time Systems, and Signature StreetScapes	8/24/2026
8/10/2026	8/17/2026	8/31/2026	Parker Townsend Databranchusa.com	All products from: Bobrick, Excel Dryer, Georgia Pacific, Kimberly Clark, and World Dryer	8/24/2026
8/6/2026	8/13/2026	8/27/2026	Adew Bid	Contracts, bids, proposals, board approvals, board minutes, invoices, payment records, capital improvement plans, and maintenance plans from August 1, 2025 to August 1, 2026	8/24/2026
9/3/2026	9/10/2026		Adew Bid	All new staff pay and titles.	9/4/2026