BOARD MEMO – INFORMATION ITEM

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

Providing Foundations Together, Cultivating Individual Growth

To: Board of Education

From: Cody Martzluf, Superintendent

Date: Tuesday, October 20, 2026

RE: FOIA Requests

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
9/16/2026	9/23/2026	10/07/2026	Justin Wenig StarbridgeFOIA	Payment records for all vendor entities from January 1, 2026 to current date.	9/28/2026
10/01/2026	10/08/2026	10/22/2026	Presley Vaughn Databranchusa.com	Purchase order records issued between January 1, 2023, and the present.	10/13/2026