

Community Unit School District #4

Illinois Freedom of Information Act (FOIA)

Most records maintained by public entities are open for inspection and/or copying by individuals through the Illinois Freedom of Information Act (FOIA) (5 ILCS 140/1 et.seq). Under the Illinois Freedom of Information Act, these records may be accessed by the public upon written request.

While no specific form is required to submit a FOIA request, the district has provided a generic form on its website (www.cusd4.com). Requests must be submitted in writing and can either be mailed or e-mailed using the information below:

CUSD#4 FOIA Officer
Diane E. Robertson, Superintendent
Box 200
Mendon, IL 62351
superu4@cusd4.com

CUSD#4 FOIA Officer Designee
William Dorethy, High School Principal
Box 200
Mendon, IL 62351
hsprinu4@cusd4.com

Fee Schedule

No fees will be charged for the first 50 pages of black and white, letter or legal sized copies. Beyond 50 pages, the charge will be 15 cents per page. Actual cost will be charged for other documents not of standard size, color copies, disks, tapes or diskettes.

Types of Records Maintained

The district maintains all types of records that generally fall within the following categories:

BOARD GOVERNANCE

FINANCE

PERSONNEL

STUDENTS AND INSTRUCTION

Records that may be immediately disclosed and are available on the district website include:

BOARD MEETING SCHEDULE
BOARD MEETING AGENDAS
BOARD MEETING MINUTES
BOARD POLICIES

BUDGET
COMPENSATION REPORTS
COLLECTIVE BARGAINING AGREEMENT
ILLINOIS SCHOOL REPORT CARDS