

Illinois Freedom of Information Act

The Illinois Freedom of Information Act (FOIA) (5 ILCS 140/4) provides for public access to public records. 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.

Submitting a FOIA Request

Chicago Ridge School District 127.5 has no specific FOIA request form. Requests should state that information is being sought under the Freedom of Information Act. Provide a brief description of the public records requested, being as specific as possible. Requests must be submitted in writing and can be either mailed to the below address or emailed to the Freedom of Information Officers, Mrs. Lori Bialczak at lbialczak@crsd1275.org or Dr. Kevin B. Russell at <mailto:krussell@crsd1275.org>.

Mailing Address:

Chicago Ridge School District 127.5
Attn: Freedom of Information Officer
6135 W. 108th Street
Chicago Ridge, Illinois 60514

Responding to FOIA Requests

Upon receipt of a FOIA request, the FOIA Officer shall determine whether the requested information is exempt or nonexempt under the provisions of the FOIA. The FOIA officer shall respond in one of the following ways:

Approval of request - Provide materials requested within five business days after receipt of the request, give notice of when the records will be provided and the cost (if any), or give notice of the time and place for inspection of the records.

Give a notice of extension - The FOIA officer may request an additional five business days to fulfill the request. However, a written response informing the requester of the extension must be made by the fifth business day. If the requester agrees, the time may be extended beyond an additional five business days.

Denial of request or part of request - Denial must be written and reference a specific legal reason under FOIA to justify the nondisclosure. The denial must also inform the requester of the right to seek review of the issue by the public access counselor (PAC) in the Attorney General's Office, with the PAC's contact information, as well as the right to seek judicial review by filing a court case.

The requester must submit a Request for Review to the PAC within 60 calendar days after the date of the final denial from the public body.

The Illinois Freedom of Information Act requires agencies to respond within **five business** days of receipt of a request. **An extension of time may be requested for reasons stated in 5 ILCS 140/3(e)(i-vii).**

If the requested records are 50 pages, or less, in length, the pages will be copied and mailed to the requestor. If the records exceed 50 pages, the requester will be informed of the duplication costs.

Duplication of Materials Cost

Fee schedule for duplication of public records	
Paper copy from paper or electronic source (50 pages or less)	no charge
Paper copy from paper or electronic source (51 pages or more)	\$.15 per page
Copy of audio or video material	cost of media

Checks are to be made payable to: "Chicago Ridge School District 127.5"

Additional Information on FOIA

For a complete copy of the Illinois Open Records Act, contact the Freedom of Information Officers (see below contact information) or go to the Illinois Attorney General's website <http://www.illinoisattorneygeneral.gov>

Freedom of Information Officers
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6135 W. 108th Street
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