

Northwest Suburban Education to Careers Partnership Freedom of Information Requests

Freedom of Information Act (FOIA) requests should be submitted in writing to Northwest Suburban Education to Careers Partnership FOIA Officers—**Gayle Banakis** and **Marianne Roberson**. The officer will respond to all written requests for information and public records in accordance with the Illinois Freedom of Information Act and Northwest Suburban Education to Careers Partnership FOIA Administrative Procedures. Requests for public records should be directed to the following address:

Northwest Suburban Education to Careers Partnership
2121 S. Goebbert Road
Arlington Heights, IL 60005

Or e-mailed to:

Gayle Banakis, gayle.banakis@d214.org
Marianne Roberson, marianne.robers@d214.org

Northwest Suburban Education to Careers Partnership will also make public records available for inspection and copying. If requested, public records will be mailed.

Northwest Suburban Education to Careers Partnership offices are closed between Christmas Eve and New Year's Day.

Fee Schedule for FOIA Requests

- No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested.
- Thereafter, a fee of \$0.15 per page will be charged for each additional black and white, letter or legal sized copy.
- For all other copies, including color copies, the Partnership shall charge no more than the actual cost for reproducing the records.
- The Partnership may charge the requester for the actual cost of purchasing a recording medium, whether disc, diskette, tape, or other medium.
- The cost for certifying a public record shall be \$1.

Public records may be furnished without charge or at a reduced charge if the individual requesting the public records states specifically the purpose for the request and the reasons that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee may be determined to be in the public interest if the principle purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principle purpose of personal or commercial benefit. In determining the amount of waiver or reduction, the Partnership may take into consideration the amount of materials requested and the cost of copying them.

Categories of Northwest Suburban Education to Careers Partnership's Public Records

As required by 5 ILCS 140/5

The following list identifies the types of public records maintained and available for public inspection:

- Administrative materials and procedural rules
- Northwest Suburban Education to Careers policies and final documents explaining or interpreting such policies
- Final reports and studies prepared by or for the Partnership
- Information concerning expenditure of public funds, unless otherwise exempt from disclosure under FOIA
- Names, salaries, titles, and dates of employment for all Partnership employees and officers
- Partnership Board of Representatives open meeting minutes
- Information concerning grants or contracts made by the Partnership, unless otherwise exempt from disclosure under FOIA
- All other information required by law to be made available for public inspection and copying.

List of Documents or Categories of Records that Northwest Suburban Education to Careers Partnership Will Immediately Disclose Upon Request

As required by 5 ILCS 140/3.5(a)

- Partnership policies
- Partnership Board of Representatives open meeting minutes for current year
- Partnership Board of Representatives meeting dates and agendas for current year
- Partnership Board of Representatives approved budget for current year