



Dr. Preston L. Williams, Jr.  
Superintendent of Schools  
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[www.usd116.org](http://www.usd116.org)

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Jean F. Burkholder Administrative Service Center - 205 North Race Street - Urbana, IL 61801

### **NOTICE OF PROCEDURE FOR REQUESTING RECORDS**

Requests for public records must be in writing and may be submitted on a Freedom of Information Act Request Form available at:

Jean F. Burkholder Administrative Service Center  
205 North Race Street  
Urbana, IL 61801

*or*

[www.usd116.org](http://www.usd116.org)

Requests for records should be directed to:

Ms. Lori Johnson  
Jean F. Burkholder Administrative Service Center  
205 North Race Street  
Urbana, IL 61801  
217-384-3636

*or*

Email to:

[ljohnson@usd116.org](mailto:ljohnson@usd116.org)

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15 cents per page. Actual cost will be charged for other documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD). The District may waive or reduce fees if the person requesting the records states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.