



Dr. Jennifer Ivory-Tatum
Superintendent of Schools
217-384-3636
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Jean F. Burkholder Administrative Service Center
1101 East University Ave., Suite B, Urbana, IL 61802

REQUEST TO INSPECT AND/OR COPY RECORDS

Date: _____

To: Ms. Lori Johnson
Freedom of Information Officer
Jean F. Burkholder Administrative Service Center
1101 East University Ave., Suite B
Urbana, IL 61802
(217) 384-3636
lajohnson@usd116.org

I hereby request to *inspect* _____ *copy** _____ the following records:
(Please describe requested records as specifically as possible, attaching additional page if necessary.)

*There is no copying fee for the first 50 black and white standard-sized copies. The fee for additional copies is 15 cents per page. Actual cost will be charged for copies of documents not of standard size, and for the recording medium (e.g., compact disk, tape, DVD), when applicable.

Is this request for a commercial purpose? _____ Yes _____ No

Are you requesting a waiver or reduction of copying fees? _____ Yes _____ No

If yes, what is the purpose of this request? _____

DO NOT WRITE IN THIS SPACE

Date Received by District

Requester's Name (printed)

Requester's Signature

Address (including zip)

Phone Number

E-mail Address

List of Categories of District Public Records

The list below contains the categories of records kept by the District; some of the records within these categories are exempt and, therefore, will not be disclosed in response to a FOIA request.

- a. Board governance records, including without limitation: Board meeting calendar and notices, Board meeting agendas and minutes, Board policies, Board resolutions, meeting recordings
- b. Fiscal and business management records, including without limitation: levy resolution and certificate of tax levy, audit, line-item budget, grant documents, account statements, accounts payable list, contracts, legal notices, bidding specifications, requests for proposals, vendor proposals
- c. Personnel records, including without limitation: employee contact information, salary schedules, employee benefits information, staff handbook, collective bargaining agreements, labor and employee relations records, professional development, personnel file materials
- d. Student services and instructional records, including without limitation: accountability documents, calendars, student handbooks, food services, transportation services, health services, extracurricular programs, learning outcomes, student school records
- e. Other administrative records, including without limitation: marketing and community outreach materials, information technology records, property and facilities records
- f. General correspondence, including without limitation: emails and other written communications about District business

Requests for Electronic Records

Public records, whether stored in physical form or as electronic data, may be requested in writing. The District provides non-exempt public records that are stored electronically, including records stored in databases, in a format that does not require knowledge of computer language or printout format. If it is not feasible to furnish the public records in a specified electronic format, then the District will furnish the records in the format in which it maintains those records, or in paper format at the option of the requester.