**Access to District’s Public Records:** Full access to the District’s public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA).

**Definition:** The District’s “public records” are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the District.

**Requesting Records:** A request for inspection and/or copies of public records must be made in writing and may be submitted by mail to the District Freedom of Information Officer. All requests for inspection and copying shall be mailed to the District Freedom of Information Officer at Steward Elementary #220, P.O. Box 76, Steward, IL 60553.

**Copying Fees:** Persons making a request for copies of public records must pay any applicable copying fee. Copying fees are reasonably calculated to reimburse the District’s actual cost of reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fees shall be charged for the first 50 pages of black and white, letter or legal-sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

**Access:** The inspection and copying of a public record that is the subject of an approved access request is permitted at the District’s administrative office during regular business hours, unless the Freedom of Information Officer makes other arrangements. Many public records are immediately available from the District’s website including, but not limited to, a description of the District and the methods for requesting a public record.