

Freedom of Information Act (100.37)

Date Adopted: January 16, 2018

The Board of Trustees and employees of Illinois Eastern Community Colleges will comply with the provisions of the Illinois Freedom of Information Act (hereinafter, "Act" or "FOIA"), 5 ILCS 140. The Act declares "that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees." In response, procedures shall be established and the District Director of Human Resources is appointed as the FOIA Officer.

The FOIA Officer (or designee) shall coordinate all efforts pertaining to the Freedom of Information Act including, but not limited to, these responsibilities identified in 5 ILCS 140/3.5:

1. receive and process all written requests for public information in accordance with the Act;
2. develop a list of documents or categories of records that shall be released immediately upon request; and
3. successfully complete required training.

All requests for public information will be processed in a timely manner and will take into consideration privacy and confidentiality conflicts which may arise as a result of the information requested. It is the intention of Illinois Eastern Community Colleges to ensure full compliance with the Act without compromising the privacy of individuals. Per 5 ILCS 140/4, designated information will be displayed at the District Office and posted on the website.