

**Board of Director's Policy
Governance 200 Series****Policy # 200.14****Freedom of Information Act Policy and Procedures**

The Prairie Crossing Charter School ("PCCS") Board hereby adopts the following policy, in compliance with 105 ILCS 5/27A-5, which references the following procedures regarding access to public records of PCCS pursuant to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/1 *et seq.*

It is the policy of the PCCS Board to provide access to public records within the intent stated in Section 1 of the FOIA. To assure such Access, the Board of Directors designates the Executive Director and one or more designees appointed by the Executive Director

Pursuant to the fundamental philosophy of the American constitutional form of government, it is declared to be the public policy of the State of Illinois 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 consistent with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest.

This Act is not intended to be used to violate individual privacy, nor for the purpose of furthering a commercial enterprise, or to disrupt the duly-undertaken work of any public body independent of the fulfillment of any of the fore-mentioned rights of the people to access to information.

This Act is not intended to create an obligation on the part of any public body to maintain or prepare any public record which was not maintained or prepared by such public body at the time when this Act becomes effective, except as otherwise required by applicable local, state or federal law.

These restraints on information access should be seen as limited exceptions to the general rule that the people have a right to know the decisions, policies, procedures, rules, standards, and other aspects of government activity that affect the conduct of government and the lives of any or all of the people. The provisions of this Act shall be construed to this end.

5 ILCS 140/1.

The Executive Director and or his/her designees shall serve as the PCCS Board's compliance officers. All requests for inspection and copying of public records shall be made to the Executive Director. It is the responsibility of the compliance officers to:

- (1) assist all persons making requests for inspection, copying and certification of public records;
- (2) accept and respond to requests for inspection, copying and certification of public records, and

- (3) Maintain a record of requests for inspection, copying and certification of public records and their disposition.

Adoption Dates:

Revised and Adopted: May 26, 2009

Amended and Adopted: February 23, 2010

Revised and Adopted: December 2014