

## **FREEDOM OF INFORMATION ACT (FOIA)**

The Illinois Freedom of Information Act is designed to ensure the public has access to information about its taxing bodies and their decision-making processes. If the information that you are seeking is not found in documents posted on this website, you may request copies of existing public documents using the procedures specified below.

“Public records” mean all 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 any public body.

Procedures for submitting FOIA requests:

Written requests may be submitted to the District by personal delivery, mail, facsimile, or email. These requests should be clearly stated and list the specific documents desired. All FOIA requests should be directed to:

Mrs. Jill Varel (Freedom of Information Act Officer)  
Executive Administrative Assistant  
Central Community High School District #71  
7740 Old U.S. 50  
Breese, IL 62230  
618-526-4510  
[jvarel@centralcougars.org](mailto:jvarel@centralcougars.org)

\*No fees shall be charged for the first fifty (50) pages of black and white, letter or legal sized copies requested. After the first fifty (50) pages, the fee for black and white, letter or legal sized copies shall be fifteen (15) cents per page. Actual cost will be charged for other documents not of standard size and for the recording medium (i.e. compact disc, 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.