

Freedom of Information Act

The Board of Trustees will ensure that all meetings are open to the public and that the provisions of the Illinois Freedom of Information Act (FOIA) are adhered. The Board will make available for inspection or copying all public records, except as otherwise exempted by the Act, when a written request is submitted. Each request will be complied with or denied within five (5) business days after it is received. The denial shall be by letter from the President of the College or his/her designee. The time limit may be extended for five (5) additional business days for reasons prescribed by the law. Requests calling for all records falling within a category shall be complied with unless compliance with the request shall be unduly burdensome for the College and there is no way to narrow the request, and the burden on the College outweighs the public interest in the information. Before invoking this exemption, the College shall extend to the person making the request an opportunity to confer in order to attempt to reduce the request to manageable proportions.

The Board of Trustees has designated individuals in the following positions as FOIA Officers for the College: The Comptroller, the Dean of Admission Services, the Director of Human Resources, and the Director of Marketing and Public Relations. All requests should be directed to one of the above individuals, who shall be trained in compliance with State law. Contact information for the FOIA Officers shall be maintained on the College's Web site along with a copy of the College's FOIA policy. Requestors are encouraged to submit requests via the email address of FOIA-Request@lakelandcollege.edu as this will automatically generate the request to all four FOIA Officers for the College.

In order to reasonably reimburse the College for its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the public body to copy records, the following fee schedule is established:

1. For the first 50 pages of black and white, letter- or legal-sized copies, there will be no charge.

2. Each black and white, letter- or legal-sized copy in excess of 50 will be 15 cents (\$.15) for each page copied.
3. The charge for different or irregular size copies shall be the actual cost for the reproduction thereof.
4. The cost of certifying each copy or page shall be \$1.00 per copy or page.
5. Electronic copies will be charged at the actual cost of purchasing the recording medium such as a CD or disc.

Adopted November 9, 1998
Revised July 14, 2003
Revised January 11, 2010
Revised December 9, 2019