How can I submit a FOIA request?

Freedom of Information Act Requests can be submitted to KEC in multiple ways: Mail To: KEC 21255 PO Box 263 Malta, IL. 60150 Attn: Freedom of Information Act Officer or email tcrouch@kecprograms.us .

If there are any questions, you can **email the FOIA Officer** tcrouch@kecprograms.us or call the District Office at 815-825-2000 (Ext. 121).

What happens after I submit a request?

The Illinois Freedom of Information Act requires agencies to respond within five working days of receipt of a request. A five-day extension is allowed with written notification to the requester. If the requested records are 50 pages, or less, in length, the pages will be copied and mailed to the requester. If the records exceed 50 pages, the requester will be informed of the duplication cost. What are the costs for duplication? The cost is $.15 per sheet above fifty sheets.

If you have questions about filing a FOIA request, please contact the District Office at 815-825-2000 (Ext. 121) and ask for a Freedom of Information Officer.

What are examples of records that can be requested?

Generally the most common requests would be for copies of the following: financial records, budget, audit, board policies, collective bargaining agreement, employee handbooks, etc. Other allowable records may be requested and inspected.

Many generally requested items such as board policies, board minutes, and collective bargaining agreements may be found on the KEC website.

Does the Act require the production of new documents?

As a general principle, public bodies are not required to create new records to respond to requests for information, if the body does not ordinarily maintain the requested information in record form.

Fee Schedule for Duplication of Public Records

Paper copy from paper or electronic source, 50 pages or less: No charge

Paper copy from paper or electronic source, additional pages: $0.15 / page