

**ILLINOIS MATHEMATICS AND SCIENCE ACADEMY®**

**SECTION B  
BOARD OF TRUSTEES GOVERNANCE AND OPERATIONS**

**FREEDOM OF INFORMATION**

The [Illinois Freedom of Information Act](#) (FOIA) provides public access to government documents and records. As a state institution, Illinois Mathematics and Science Academy is subject to the Illinois FOIA. The Illinois [Attorney General's office website](#) provides details about the Act.

**Types of Records**

The following materials are to be available for inspection and/or copying at the main reception area of IMSA. A brief description of IMSA, which includes:

- A summary of IMSA's purpose;
- A block diagram of IMSA's functional subdivisions;
- The total of IMSA's operating budget;
- The number and location of all IMSA separate offices;
- The approximate number of full and part-time employees;
- The identification and membership of all boards, commissions and committees which operate in an advisory capacity to the operation of IMSA, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations;
- A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where requests should be directed, and any fees allowable under the Act.

This aforementioned information will also be posted and maintained on the IMSA website.

The [Illinois Freedom of Information Act](#) (FOIA) provides a list of the types of records that can be requested and those exempt from release. Please refer to 5 ILCS 140/2 and 5 ILCS 140/7 for further descriptions of records subject to and exempt from FOIA.

## **Freedom of Information Officer**

The President is authorized to designate one or more employees of the Academy to serve as a Freedom of Information Officer on behalf of the Academy. All Freedom of Information Officers will receive training as required by the Act.

## **Making a Request to Illinois Mathematics and Science Academy**

A request must be in writing and include the requestor's name and contact information (address, email or phone number), and a description of the document(s) being sought (for assistance, please see template request letter below). If the request is for a commercial purpose, please provide the reason for the request. It is a violation of FOIA if a request is made for commercial purposes, to not disclose that commercial purpose. Requests filed under the act, response letters, and responsive documents are themselves public records. Submit your written request by mail, email, fax, or in person to:

Freedom of Information Officer  
Illinois Mathematics and Science Academy  
1500 W. Sullivan Road  
Aurora, IL 60506  
Fax: 630-907-5062

## **Responses to a Request**

The Academy will, within five (5) business days after receipt of a request, either comply with or deny the request. Those requests made for commercial purposes will be responded to within 21 days. The Academy may extend the time for responding to a request for up to an additional five (5) business days from the original due date or by agreement of the parties. Extensions will only be requested in accordance with the permissive reasons for extensions provided in FOIA. Any requests for extensions of time will be made within the original time period to respond.

Any denial of the request will be issued in writing to the requestor, stating the reasons for the denial and the factual basis for the application of any exemption from disclosure claimed by the Academy.

## **Appeal of Denial**

A person whose request to inspect or copy public records is denied may file a request for review with the Public Access Counselor in the Illinois Attorney General's Office, in accordance with the requirements of the Act, not later than sixty (60) days after the date of the denial.

A person whose request to inspect or copy public records may file suit for injunctive or declaratory relief in the circuit court for the county in which the principal office of the Academy is located or where the person denied access resides.

## **Charges**

After being notified of availability, a requestor may view responsive documents at Illinois Mathematics and Science Academy without charge.

The first fifty pages of black and white, letter size or legal size copies are provided without charge. Additional pages thereafter will be charged at the rate of fifteen (15) cents per page and color copies will be charged at actual cost. If the documents are to be sent by US mail, there is also a charge for postage. Copies of records maintained in an electronic format will be provided in the same format in which they are maintained, to the extent practicable. A charge may be made for the cost of any recording medium (disc, diskette, tape, etc.) for documents provided electronically. Responsive documents are provided only after payment (check or cash) is received by Illinois Mathematics and Science Academy.

Requests for a reduction or waiver of copying charges and the reason for such a request should be included in the request sent to the FOI officer

**ADOPTED: March 21, 1989**  
**AMENDED: July 14, 1998**  
**AMENDED: May 14, 2004**  
**AMENDED: September 14, 2005**  
**AMENDED: March 19, 2008**  
**AMENDED: January 22, 2010**

Date: \_\_\_\_\_

Freedom of Information Officer  
Illinois Mathematics and Science Academy  
1500 W. Sullivan Road  
Aurora, IL 60506

**Re: Illinois Freedom of Information Act Request**

Dear Freedom of Information Officer:

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140.

I request that a copy of the following documents [**or documents containing the following information**] be provided to me: [**be as specific as you can in identifying the documents or information you are seeking**].

**Check one:**

- I would like to inspect these records in person.
- I would like to obtain copies of these records.

I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records.

**Check one:**

- I am willing to pay fees for this request up to a maximum of \$\_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first.
- I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest. [**Include a specific explanation of why your request is in the public interest.**]

Sincerely,  
*Name*  
*Address*  
*City, State, Zip Code*  
*Telephone number and e-mail*