Robein School District #85

Official Freedom of Information Act (FOIA) Officer Designation

In accordance with the Illinois Freedom of Information Act (5 ILCS 140/), Robein School District #85 hereby designates the following individual to serve as the district's official FOIA Officer. The FOIA Officer is responsible for receiving, tracking, and responding to public records requests in a timely and lawful manner.

FOIA Officer Contact Information

Field	Details
FOIA Officer Name	Brad Bennett
Email Address	bbennett@robein.org
Public Body / Organization	Robein School District #85
Mailing & Physical Address	200 Campus Ave. East Peoria, IL 61611

Duties and Responsibilities

The designated FOIA Officer shall perform all duties mandated under Illinois law, including but not limited to:

- Receiving all written requests for public records submitted to Robein School District #85.
- Reviewing requests to determine whether the records sought are exempt from disclosure under the Act.
- Ensuring the district responds to non-commercial requests within five (5) business days, or within twenty-one (21) business days for commercial requests, unless an statutory extension applies.
- Developing and maintaining a central file of all public records requests, responses, and related documentation.
- Successfully completing the annual FOIA electronic training curriculum provided by the Illinois Attorney General's Public Access Counselor (PAC).

Procedures for Requesting Public Records

Members of the public wishing to inspect or obtain copies of public records from Robein School District #85 should follow these guidelines:

1. **Submission:** Requests must be submitted in writing. They can be delivered via email to bbennett@robein.org, or sent via mail/hand-delivered to 200 Campus Ave., East Peoria, IL 61611, Attention: Brad Bennett, FOIA Officer.
2. **Specificity:** Requests should clearly specify the records being sought with sufficient detail to allow the district to locate them efficiently.
3. **Fees:** The first 50 pages of black-and-white, letter, or legal-sized copies are provided free of charge. Additional pages are charged at a rate of $0.15 per page. For electronic formats, the actual cost of the recording medium (e.g., flash drive, CD) may be charged.