

APPENDIX F

PUBLIC NOTICE

**PROCEDURES FOR OBTAINING RECORDS UNDER THE
ILLINOIS FREEDOM OF INFORMATION ACT**

AVAILABILITY OF PUBLIC RECORDS

Members of the public may obtain information and public records available under the Illinois Freedom of Information Act by submitting a written request in person or by mail specifying the information or documentation requested to Indian Prairie Community Unit School District 204, in care of the Assistant Superintendent, Human Resources, at the following address:

(By mail) Human Resources
 P.O. Box 3990
 Naperville, IL 60567

(In person) 780 Shoreline Drive
 Aurora, IL 60504

Request forms are available at no cost to the public at the above address or by calling (630) 375-3000.

All requests for public records will be processed as expeditiously as possible. The District will charge a fee of \$_____ per page for copying 8 ½" x 11" records, \$_____ per page for copying 8 ½" x 14" records, and \$_____ per page for copying 11" x 17" computer printouts that require reduction and printing on an offset press. These fees will be charged by the District to offset the cost of duplicating such records. In addition, the District will charge a fee of \$.75 per page to certify the authenticity and accuracy of any public records requiring certification. All checks should be made payable to Indian Prairie Community Unit School District 204.

TYPES OF RECORDS

A list of all types of records under the control of Indian Prairie Community Unit School District 204 and prepared or received after July 1, 1984, is available for inspection and copying through the Office of the District Superintendent located at 780 Shoreline Drive, Aurora, Illinois 60504.

Dated: