

Freedom of Information Act (FOIA) Procedures

Robinson CUSD#2

FOIA Officers

Josh Quick, Superintendent

Carla Sinclair, Administrative Assistant to the Superintendent

FOIA requests should be directed to:

ATTN: FOIA Officer

Robinson CUSD#2

PO Box 190

Robinson, IL 62454

jquick@robinsonschools.com

csinclair@robinsonschools.com

Phone: (618) 544-7511 Ext. 100 or Ext. 101

Fax: (618) 544-9284

- Requests must be made in writing. Written requests may be submitted by regular mail, personal delivery, fax, or any other means available, including e-mail. After receiving the request, the public body will have 5 business days to respond to the request.
- Requestor must disclose if records are sought for a commercial purpose. The public body will have 21 days to respond to a records request made for a commercial purpose.

FEES

- The first 50 pages of black and white letter-size copies are free
- The copying charges for any pages above 50 will be capped at 15 cents per page
- The public body may not charge more than the actual cost for reproducing color copies or copies of other sizes.
- The charge for certification of records is limited to \$1 per record