

**Freedom of Information Act (FOIA) Procedures
Robinson CUSD#2**

FOIA Officers:

Kyle Klier, Superintendent

Allison Reinoehl, District Secretary

FOIA Requests should be directed to:

Attn: FOIA Officer
Robinson CUSD#2
PO Box 190
Robinson, IL 62454

Emails:

kklier@robinsonschools.com or areinoehl@robinsonschools.com

Phone:

(618) 544-7511 Ext 100 or 101

Fax:

(618) 544-9284

- Requests must be made in writing. Written requests may be submitted by regular mail, personal delivery, fax, or email. After receiving the request, the district will have 5 business days to respond to the request.
- Requestor must disclose if records are sought for a commercial purpose. The district will have 21 days to respond to a records request made for 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 \$0.15 per page.
- The district 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 \$1.00 per record.