

GENERAL REGIONAL OFFICE OF EDUCATION ADMINISTRATION

ADMINISTRATIVE PROCEDURES – The Illinois Freedom of Information Act

The Regional Superintendent is authorized to develop, maintain, and implement administrative procedures, which comply with the Illinois Freedom of Information Act.

The administrative procedures shall include specific details for the following:

1. the processing of requests for access to the Regional Office of Education's public records;
2. the maintaining of a file of notices of denials which shall be indexed according to the type of exemption asserted and type of record requested;
3. the developing and maintaining of an index of current categories of Regional Office of Education records prepared or received after July 1, 1984; and
4. the segregating of the exempt from the nonexempt information.

Approved: 07/01/01