

## **ILLINOIS FREEDOM OF INFORMATION ACT**

### **NOTICE OF PROCEDURE FOR REQUESTING RECORDS**

Requests for public records must be made in writing to:

Riley CCSD 18  
9406 Riley Road  
Marengo, Illinois 60152

Requests for records should be directed to:

Dr. Robert Willis  
Superintendent

Fees to be charged for duplication of letter or legal size copies after the first fifty (50) pages shall be fifteen cents (\$.15) per page. These fees may be waived if the Superintendent determines that the public interest is significant. There shall be no charges for search and review of records.

The following records may be accessed from the Website: Budget 2015-2016, School Report Card, Contracts Exceeding \$25,000, Salary Compensation Report, REA Professional Agreement, and Student Handbook

Freedom of Information Act (FOIA):

FOIA Officers Appointed by Board of Education:

Dr. Robert Willis, Superintendent     Christine Conkling, Principal

Opening Meetings Officer: Dr. Robert Willis, Superintendent