

NOTICE OF PROCEDURE FOR REQUESTING RECORDS

Requests for public records must be in writing and may be submitted on FOIA Form 3, available at:

Gardner-South Wilmington H.S. District Office

500 E. Main Street, Gardner, IL 60424

or online at

www.gswhs73.org

Requests for records should be directed to:

Freedom of Information Officer

c/o Central Administrative Office

500 E. Main Street, Gardner, IL 60424

815-237-2176

kchristensen@gswhs73.org

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15¢ per page. Actual cost will be charged for other documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD). The District may waive or reduce fees if the person requesting the records states the specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.