

# Central City School #133

## FOIA Request Information

How to make a FOIA request: If you would like to obtain information from a public body, you should begin by writing down a list of the information you are seeking. Then prepare a letter to one of our FOIA officers. Your request should include your name, address, the date and a daytime phone number so that we may contact you if we have questions. Please describe the information you need with sufficient detail so that Central City School #133 can find the requested records.

### **Central City School FOIA Officers**

Tim Branon - Superintendent  
Kyla Beaver - Business Officer  
Karen Walter - Attendance Officer

### **These FOIA officers can all be reached at the following address and information:**

Central City School #133  
129 N. Douglas Street  
Centralia, IL 62801

Phone: 618.532.9521

Fax: 618.533.2219

Website: [www.ccs133.com](http://www.ccs133.com)

### **FOIA Costs:**

There is no initial fee required to submit a FOIA request, but the FOIA does provide for the charging of certain types of fees in some instances.

For a typical requester the agency can charge for the time it takes to search for records and for duplication of those records. There is usually no charge for the first two hours of search time or for the first 100 pages of duplication.

You may always include in your request letter a specific statement limiting the amount that you are willing to pay in fees. If an agency estimates that the total fees for processing your request will exceed \$25, it will notify you in writing of the estimate and offer you an opportunity to narrow your request in order to reduce the fees. If you agree to pay fees for a records search, you may be required to pay such fees even if the search does not locate any releasable records.

You may request a waiver of fees. Under the FOIA, fee waivers are limited to situations in which a requester can show that the disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of the operations and activities of the government and is not primarily in the commercial interest of the requester. Requests for fee waivers from individuals who are seeking records on themselves usually do not meet this standard. In addition, a requester's inability to pay fees is not a legal basis for granting a fee waiver.

## **FOIA Timeline:**

Agencies typically process requests in the order of receipt. The time it takes to respond to a request will vary depending on the complexity of the request and any backlog of requests already pending at the agency. A simple request can be processed faster by the agency than one that is complex. Simple requests are typically more targeted and seek fewer pages of records. Complex requests typically seek a high volume of material or require additional steps to process such as the need to search for records in multiple locations. The agency's FOIA Requester Service Center is available to assist you with any question about the status of your request and any steps you can take to receive a quicker response.

## **FOIA Exemptions:**

Not all records are required to be released under the FOIA. Congress established nine exemptions from disclosure for certain categories of information to protect against certain harms, such as an invasion of personal privacy, or harm to law enforcement investigations. The FOIA authorizes agencies to withhold information when they reasonably foresee that disclosure would harm an interest protected by one of these nine exemptions.

The nine exemptions are described below.

**Exemption 1:** Information that is classified to protect national security.

**Exemption 2:** Information related solely to the internal personnel rules and practices of an agency.

**Exemption 3:** Information that is prohibited from disclosure by another federal law.

**Exemption 4:** Trade secrets or commercial or financial information that is confidential or privileged.

**Exemption 5:** Privileged communications within or between agencies, including those protected by the:

1. Deliberative Process Privilege (provided the records were created less than 25 years before the date on which they were requested)
2. Attorney-Work Product Privilege
3. Attorney-Client Privilege

**Exemption 6:** Information that, if disclosed, would invade another individual's personal privacy.

**Exemption 7:** Information compiled for law enforcement purposes that:

- 7(A). Could reasonably be expected to interfere with enforcement proceedings
- 7(B). Would deprive a person of a right to a fair trial or an impartial adjudication
- 7(C). Could reasonably be expected to constitute an unwarranted invasion of personal privacy
- 7(D). Could reasonably be expected to disclose the identity of a confidential source
- 7(E). Would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law
- 7(F). Could reasonably be expected to endanger the life or physical safety of any individual

**Exemption 8:** Information that concerns the supervision of financial institutions.

**Exemption 9:** Geological information on wells.