

Pursuant to the Freedom of Information Act (5 ILCS 140/ added by P.A. 96-542 effective 1.1.10.), the list below describes the types of records that are maintained and immediately available for public inspection, including but not limited to:

**Financial records:**

1. Budget
2. Levy resolution and certificate of tax levy
3. Audits
4. Bills
5. Receipts for revenue
6. Vouchers
7. Canceled checks
8. Water and sewer bills
9. Real estate tax receipts
10. Salary schedules
11. Utility bills

**General records:**

1. Board of Education minutes
2. Board of Education resolutions
3. Bidding specifications
4. Board of Education policies and administrative procedures
5. Administrative instructions to staff (unless exempt under Section 7 of the Act)
6. Personnel code
7. Personnel names, salaries, titles, and dates of employment
8. Office equipment
9. Insurance
10. Capital equipment
11. Real estate
12. Legal notices
13. Newspaper articles
14. Application for contracts, permits, grants, or agreement (unless exempt under Section 7 of the Act)
15. Consulting contracts
16. Contracts for capital equipment
17. Contracts for office supplies
18. Contracts for maintenance and repair
19. Number of employees
20. Official bonds

Other documentary materials pertaining to the transaction of public business including: reports, forms, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records and electronic communications.

To request a copy of any record listed above please click “Submit a FOIA Request” on the Freedom of Information Act home page.