

## Freedom of Information Requests

The following procedures apply when individuals seek access to public records under the Illinois Freedom of Information Act (FOIA):

The FOIA request must be in writing and directed to one of the Cooperative's Freedom of Information Act officers:

**Jennifer Armstrong**

Executive Director

RCCSEC

807 N. Mattis Ave

Champaign, IL 61821

[armstrongj@rccsec.org](mailto:armstrongj@rccsec.org)

**Stephanie Ward**

Executive Assistant

RCCSEC

807 N. Mattis Ave

Champaign, IL 61821

[wards@rccsec.org](mailto:wards@rccsec.org)

1 - Requests must specify with reasonable particularity which records are sought.

2 - No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. A fee of \$0.15 per page will be charged for each additional black and white, letter or legal sized copy. For all other copies, including color copies, the district shall charge no more than the actual cost of reproducing the records.

The Cooperative 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.

## Open Meetings Act Designees

Open Meetings Act designees for the Cooperative are:

**Jennifer Armstrong**, Executive Director

**Stephanie Ward**, Executive Assistant