

THE ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)

The Illinois Freedom of Information Act ("FOIA") provides public access to government documents and records. As a state institution, Northeastern Illinois University is subject to the FOIA. Logs of all FOIA requests are maintained by University Counsel & Freedom of Information Act Officer. Requests filed under the Freedom of Information Act, response letters, and responsive documents are themselves public records and subject to FOIA requests.

The new FOIA notes that it is "the public policy of the State of Illinois that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest." The Illinois Attorney General website provides details about the act and can be accessed at www.illinoisattorneygeneral.gov.

The University Counsel is Northeastern's Freedom of Information Act Officer and responds to FOIA requests. Northeastern has no FOIA request form. Requests must include the requestor's name, contact information, and a description of the document(s) being sought. The request must clearly state that you are requesting information under the FOIA. Submit your request by mail, email, fax or in person to:

Jeffrey M. Brown
University Counsel & Freedom of Information Act Officer
Northeastern Illinois University
5500 N. St. Louis Avenue
Chicago, IL 60625
Email: j-brown@neiu.edu
Fax: (773) 442-5070

After being notified of availability, you may view responsive documents in the Office of the President without charge, or a copy of the responsive documents may be obtained at the rate listed below.

| FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS (Effective January 4, 2010) Checks are to be made payable to: "Northeastern Illinois University" | |
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| Type of Duplication | Fee |
| Paper copy from paper or electronic source, 50 pages or less | no charge |
| Paper copy from paper or electronic source, additional pages | \$.25 / page (no charge assessed for less than \$7.50) |
| Diskette or CD-ROM | no charge |
| Copy of audio or video material | cost of tape, disk, etc |

If the documents are to be sent by United States mail, there is also a charge for postage. Printed copies of records will be provided only after payment (via check) is received.

If you have questions, contact Mr. Jeffrey Brown at (773) 442-5400.