

John A. Logan College will use the following procedures in an effort to provide information to the public under the requirements of Illinois Revised Statutes, Chapter 116, Section 206, et seq. (Freedom of Information Act):

1. Any person seeking electronic or other records from John A. Logan College may do so by contacting the office of the president of John A. Logan College, **700 Logan College Road**, Administration Building, Carterville, Illinois, 62918. Requests will be processed in accordance with the provisions of the Freedom of Information Act. In order for requests to be processed, the College requires that the request be received in writing and include, at a minimum, the information listed below:
 - a. the name, address, and phone number of the requestor.
 - b. a description of the information requested.
 - c. an indication of whether the records are to be inspected at the College offices or mailed to the requestor and, if mailed, whether or not such copies are to be certified or handled in any other special way.
 - d. the date of the request and when a response to the request is desired or required.
2. All requests to provide this information must be submitted in letter form to the office of the president of the College and must be signed by the requestor.
3. Records that are requested and approved for release may be inspected at the College administration building, office of the president, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, except on designated holidays or other times when the College offices are officially closed.
4. Records which are stored and retrieved by electronic data processing means will be printed, as appropriate, and provided to the requestor. If information is requested on a disk or tape format, the requestor must furnish a disk or tape to the College.
5. Information requests that necessitate special computer analyses or other interpretation will be handled within a time frame determined to be appropriate by the president of the College.
6. Computerized and paper copy unit record data containing information on individuals (student enrollment and completion records and faculty and staff records, for example) will be provided as appropriate under state and federal law under the following conditions:
 - a. there is written agreement from the requestor that the data will be used only for specified research purposes.
 - b. there is written agreement for the requestor that the data will not be provided to a third party.
 - c. record identifiers (social security numbers) will be removed before records are released by the College unless the data release is covered under the Family Educational and Privacy Act, 20 U.S.C. Section 1232g (b) (1). This section indicates that records may be disclosed to "other school officials, including teachers within the educational institution or local educational agencies, "who have been determined by such agency or institution to have "legitimate educational interests."

7. All data provided in whatever format will be provided to the requestor on the basis of cost of time and material to prepare the data. The cost will be determined on the basis of current costs of labor and material as determined by the College business office at the time of the request.

ADOPTED: SEPTEMBER 10, 1990

AMENDED: **SEPTEMBER 30, 2016**

LEGAL REF.:

CROSS REF.: BOARD POLICY 8430 AND ADMINISTRATIVE PROCEDURE 309