



<b>DIVISION</b>	<b>REFERENCE NO.</b>
VIII. Institutional Advancement and Research	8.15
<b>CATEGORY</b>	<b>DATE</b>
8.15 Requests for Public Information and Inspection of College Records	Revised 1983, 3/00, 3/10

**8.15 REQUESTS FOR PUBLIC INFORMATION AND INSPECTION OF COLLEGE RECORDS**

It is the public policy of Joliet Junior College to comply with the terms and provisions of the Illinois Freedom of Information Act (FOIA), 5 ILCS 140/1. The college strongly supports the Act and its goal of transparency and accountability in government.

To ensure information is available to all members of the general public, the college has designated the director of communications and external relations as its FOIA officer. All FOIA requests will be processed in a timely manner through the Communications and External Relations Office. In accordance with the Act, requests are to be submitted in writing by personal delivery, mail, fax or other available means, including e-mail.

There shall be no fees charged by the college for the first 50 pages of black and white, lettered or legal sized copies requested by a requestor. The fee for black and white, lettered or legal sized copies shall be fifteen (.15) cents per page. If Joliet Junior College provides copies in color or in a size other than letter or legal, the college shall be limited to charging an amount equal to its actual cost for reproducing the record. In calculating the college's actual cost for reproducing records or for the use of the college's equipment to reproduce such records, the college may not include the cost of any search for the review of any records or personnel costs associated with reproducing the records. The costs for certifying a record shall be one (\$1.00) dollar.

The college has a substantial amount of information available immediately in an electronic format on its Web site, including institutional information and reports, which can be accessed at <http://www.jjc.edu/about/college-info/institutional-research/>.

Additional information on the college's Freedom of Information Act procedures is available on its Web site at [www.jjc.edu](http://www.jjc.edu).