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| <p>DIVISION I. Board of Trustees</p> | <p>POLICY NUMBER 1.51.00</p> |
| <p>CATEGORY 1.51.00 Requests for Public Information and Inspection of College Records</p> | <p>DATE Revised: 1983, 03/2000, 03/2010, 05/2018</p> |

1.51.00 REQUESTS FOR PUBLIC INFORMATION AND INSPECTION OF COLLEGE RECORDS

It is the public policy of Joliet Junior College (JJC) 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 Special Assistant to the President as the FOIA officer. All FOIA requests will be processed in a timely manner through the President’s Office. In accordance with the Act, requests are to be submitted in writing by email, mail, fax, personal delivery or other available means.

The College shall follow all regulations specified in the Illinois Freedom of Information Act (FOIA) ILCS 140/6 section 6 (a-f) related to furnishing records in electronic format or the format specified by the requester where feasible, and related to the charges permissible under state statute.

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-jjc/institutional-research-effectiveness>
 Additional information on the college’s Freedom of Information Act procedures is available on its Web site at <http://www.jjc.edu/about-jjc/freedom-information-act>