# Freedom of Information Act

## I. Organizational Description

- **Purpose:** The Iuka Community Consolidated School District #7 is a public elementary school district dedicated to providing a nurturing educational environment that promotes academic excellence and holistic development for students in Iuka, Illinois.
- **Organizational Structure:** The district operates under the leadership of the **Board of Education** and the **Superintendent**. Functional subdivisions include:
    - Administrative Office
    - Instructional Staff (K-8)
    - Support Services (Food Service, Custodial, Transportation).
- **Operating Budget:** The total operating budget for the district is approximately **$3,397,000** (based on recent fiscal reporting).
- **Offices:** The district maintains one primary administrative and educational facility located at **405 South Main Street, Iuka, IL 62849**.
- **Employee Count:** The district employs approximately **11 to 50** staff members, including full-time teachers, administrators, and support personnel.
- **Governing Board:** The district is governed by the **Iuka CCSD #7 Board of Education**, which oversees policy and financial decisions.

## II. FOIA Submission Instructions

All requests to inspect or copy public records must be submitted in writing.

- **Designated FOIA Officer:** Mr. Derick Vincent, Superintendent.
- **Mailing Address:**
  Iuka CCSD #7 District Office

ATTN: FOIA Request
405 South Main Street
Iuka, IL 62849

- **Electronic Requests:** Requests may be emailed to **dvincent@iukaschool.com** with the subject line "FOIA REQUEST ENCLOSED".

## III. Fee Schedule for Public Records

- **First 50 pages (B&W, letter/legal size):** Free of charge.
- **Additional pages (B&W):** $0.15 per page.
- **Color copies/Non-standard sizes:** Charged at the actual cost of reproduction.
- **Electronic Media (USB/CD):** Charged at the actual cost of the medium.
- **Certified Copies:** $1.00 per certificate.

## IV. Response Time

The district will respond to non-commercial requests within **five (5) business days** of receipt. This period may be extended by an additional five business days under specific circumstances allowed by law. Requests for commercial purposes will receive a response within **21 business days**.