**Section 5176.110 Information Requests**

a) Any person seeking electronic information or other records from the Illinois Community College Board may do so by contacting the Executive Director at 509 South Sixth Street, Room 400, Springfield, Illinois 62701-1874. Requests will be processed in accordance with the provisions of the Freedom of Information Act. In order for requests to be processed, the Board requires that the request be received in writing and include, at a minimum, the information listed below.

1) the name, address, and phone number of the requestor;

2) a description of the information requested;

3) an indication of whether the records are to be inspected at the ICCB office or mailed to the requestor and, if sent, whether or not the copy(ies) is to be certified;

4) the date of the request and when a response is required.

b) A form for providing this information is available from the ICCB Executive Director.

c) Records requested and approved for release may be inspected at the ICCB Office between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, except on designated holidays.

d) Records which are stored and retrieved by electronic data processing means will be printed in a format understandable to the person not familiar with electronic data processing. If information is requested on a disk or tape, the requestor must furnish a disk or tape to the Illinois Community College Board. The Illinois Community College Board will provide a description of the disk or tape format to the requestor.

e) Information requests that necessitate special computer analyses will be provided within a time frame determined appropriate by the Deputy Director for Research.

f) Computerized unit record data containing information on individuals (student enrollment and completion records and faculty and staff records) will be provided under the following conditions:

1) there is written agreement from the requestor that the data will be used only for specified research purposes;

2) there is written agreement from the requestor that the data will not be provided to a third party;

3) record identifiers (Social Security Numbers) will be removed before records are released by the ICCB 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."

g) All data provided will be at the costs specified below unless the Executive Director elects to waive such fees:

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| Certification fee | $ 1.00 per request |
| Paper copy from paper original |  |
| 8½" x 11" | $ .25 |
| 8½" x 14" | $ .25 |
| Larger than legal size | $ 1.00 |
| Paper copy from microfilm original | Commercial cost of reproduction |
| Videocassette/Audiocassette | Commercial cost of reproduction |
| Computer paper | $ .65 per 1,000 lines |
| Computer printout |  |
|  |  |
| Computer tape (1600 BPI only) (requestor must provide tape) | $500.00 per CPU hour |
| Diskettes (requestor must provide diskette) |  |

(Source: Amended at 14 Ill. Reg. 14387, effective August 27, 1990)