1. General Statement of Policy

The term “records” as used in this policy shall include any official documentary material, regardless of physical form or characteristics, made, executed or received by the District pursuant to law or in connection with the transaction of public business, and preserved by the District as evidence of its activities, or because of the informational data contained therein. This definition excludes all information covered by the Illinois Library Records Confidentiality Act. Access to such records by any member of the Board of Trustees shall be in accordance with this policy.

2. Record Custodian

The Library Director or his/her designee shall serve as the official records custodian. He or she shall be responsible for maintenance, care and security of records. The duties of the custodian shall include, but not be limited to, the following:

a. prevent unauthorized access to or dissemination of records;

b. record name, signature and date of whomever requests access to any records;

c. provide a copy of any record requested to the Board.

d. assure compliance with the applicable provisions of the Illinois Freedom of Information Act and the local Records Act.

3. Request for records

A member of the Board of Trustees who wants access to District records shall submit a written request to the records custodian. The records custodian shall then either immediately provide a copy of the requested record or, when in his or her discretion circumstances warrant, appoint a staff member to compile all requested records.

4. Copies to Board of Trustees

When the records custodian has fulfilled a Board Member’s request for records, he or she shall also provide a copy of any requested record to the Board for distribution to all Board Members for review prior to the next scheduled Board meeting.

Adopted by the Niles Public Library District Board of Trustees 7.1.92; Revised 8.20.08