

## Public Record Requests

Detailed information about CTPF is publicly and immediately available on this Web site. The CTPF Web site provides contact information, a description of CTPF's mission, membership, key statutory provisions, benefits, funding, administrative structure and budget, the most recent *Comprehensive Annual Financial Report (CAFR)*, online member brochures and publications, employer services, legislative matters, investments, Board of Trustees minutes and by-laws, and vendor information.

CTPF responds to all public record requests in accordance with the Illinois Freedom of Information Act (the "Act") [5 ILCS 140]. Requests must be in writing and submitted to:

Chicago Teachers' Pension Fund

ATTN: FOIA Officer

203 N. LaSalle Street, suite 2600

Chicago, IL 60601-1231

Public record requests may be made using the CTPF FOIA Request Form which may be [downloaded from this site](#). Public record requests may also be sent via electronic mail [to: FOIAofficer@CTPF.org](mailto:FOIAofficer@CTPF.org). Requests are deemed received on the day received, if during normal business hours, or on the next normal business day. Requests should include the following information:

- The requestor's name, mailing address that accepts U.S. certified mail, telephone number, and e-mail address, if any.
- A specific description of the public records requested.
- Whether the requestor seeks copies or personal inspection of the public records.
- If a public record is being obtained for a commercial purpose, that fact shall be disclosed in the request.

Copies of public records not exempt from disclosure under the Act will be provided, unless personal inspection of the records is requested. The first 50 pages are free of charge. CTPF reserves the right to charge fees to reimburse its actual cost for reproducing public records exceeding 50 pages, as allowed by the Act. CTPF also reserves the right to seek reimbursement of extraordinary shipping expenses incurred in sending copies of public records to the requestor. Charges

may be reduced or waived for requests in the public interest, as allowed by the Act.

If personal inspection of public records rather than copies is desired, the requestor may make prior arrangements through the CTPF FOIA Officer to inspect the records at the CTPF offices in Chicago, Illinois during normal business hours.