

Freedom of Information Act (FOIA)

Purpose of Policy

To establish Fund rules for responding to FOIA request in accordance with the Illinois Freedom of Information Act

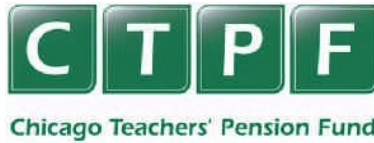
Definitions

Commercial Purpose - The use of any part of a record or records requested, or information derived from the records requested, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

FOIA - Illinois Freedom of Information Act.

FOIA Officer - The Chief Legal Officer or designee authorized to respond and track FOIA request in accordance with the Illinois Freedom of Information Act.

Record - All records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received



by, in the possession of, or under the control of the Fund. The Fund will not assemble data or create a record that is not prepared by or for or having been or being used by, received by, in the possession of, or under the control of the Fund prior to the time a request is made.

Requester - Person making a request for information to the Fund under FOIA.

Scope of Policy

All Fund Trustees, employees, and contractors will adhere to this policy.

Policy

In accordance with FOIA, the FOIA Officer will respond and track all FOIA requests. The FOIA Officer, within 30 days after assuming the position, will successfully complete the required electronic FOIA training developed by the Public Access Counselor and will successfully complete the training program annually thereafter.

FOIA Request Methods:

Requests for inspection or copying shall be made in writing and directed to the Fund's FOIA Officer. Requests will be responded to or information will be available for inspection in the time allotted by FOIA. In accordance with FOIA, the FOIA Officer may request an extension of time to respond to the request. FOIA request may be made by using the "Request for Information" form provided on the Fund website (CTPF.org) or in another written format. All requests must be made, in writing, by:

- Hand Delivering the request to the Fund office, ATTN: FOIA Officer
- Mailing the request to the FOIA Officer at the Fund Office,
- Via facsimile to 312-641-7185, or



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- Emailed to FOIAofficer@ctpf.org.

Hours of Inspection:

Records are available for inspection at the Fund's office between the hours of 9:00 a.m. and 5:00 p.m. on days when the Fund is open for business. The FOIA Officer will inform the Requester when the information will be available for inspection.

Authority to Charge Fees:

The Fund shall charge the following fees:

- Hardcopies:
 - Black and white, letter or legal size
 - First 50 pages – free
 - 51 pages and up - \$0.15 per page
 - Color or other size
 - Actual reproduction cost, excluding personnel costs.
 - Certification of a record - \$1.00
- Electronic Copies:
 - Purchase price of recording medium. (example: cost of CD)
 - Voluminous Requests:
 - Non-Portable Document Format (PDF)
 - Less than 2 megabytes of data - \$20.00
 - 2-4 megabytes of data - \$40.00
 - More than 4 megabytes of data - \$100.00
 - PDF
 - Less than 80 megabytes of data - \$20.00
 - 80-160 megabytes of data - \$40.00
 - More than 160 megabytes of data - \$100.00
- Commercial Purpose Requests:
 - All applicable above stated charges;
 - \$10 for each hour (after the first 8 hours) spent by personnel in searching, retrieving, and redacting, a requested record;



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- Actual cost of retrieving and transporting public records from an off-site facility;
- Cost of mailing supplies and postage; and
- Other costs determined based on nature of request.

A Requester will be provided an accounting of all fees, costs, and personnel hours in connection with the request when fees are charged. The Fund will not provide any requested information before all fees, costs, and personnel hours are paid by the Requester.

Search for Records:

The FOIA Officer will determine the method and depth of the search for records for each request. All Fund Trustees, employees, and contractors will comply with any request for records made by the FOIA Officer within the time the FOIA Officer sets for such request. All Fund Trustees, employees, and contractors will submit their personal laptops, phones, other electronic devices or personal email accounts for search if requested Fund information is saved on such device or in such account.

Exceptions

There shall be no exceptions to this policy without approval by the Chief Legal Officer, Executive Director, or Board of Trustees.