

**SIAAB Bylaws**  
**Proposed Revision**  
**Article I – Section IV – 1.4.4 Other Coordinators**

The FOIA Coordinator (also known as FOIA Officer), in consultation with the Board Chair and the Assistant Freedom of Information Coordinator, is responsible for successfully completing the annual training provided by the Illinois Office of the Attorney General under the Freedom of Information Act and Open Meetings Act; receiving FOIA requests and responding in a timely manner; coordinating with other Board members to maintain the Board's records in accordance with the State Records Act and all laws protecting the confidentiality of such records; and advising Board members of their duties under the Open Meetings Act. In addition, the FOIA Coordinator will be responsible for submitting the Records Disposal Certificate in accordance with the Board's Application for Authority to Dispose of State Records approved by the State Records Commission (Note: The FOIA Coordinator position is instrumental in the Board's implementation of the Open Meetings Act (5 ILCS 120), Freedom of Information Act (5 ILCS 140), State Records Act (5 ILCS 160), Identity Protection Act (5 ILCS 179) and Personal Information Protection Act (815 ILCS 530).)

The Assistant FOIA Coordinator (also known as Assistant FOIA Officer), in consultation with the Board Chair and Freedom of Information Coordinator, is responsible for successfully completing the annual training provided by the Illinois Office of the Attorney General under the Freedom of Information Act and Open Meetings Act, assisting the FOIA Coordinator in all duties and carrying out the FOIA Coordinator's duties in their absence. (Note: The Assistant FOIA Coordinator position is instrumental in the Board's implementation of the Open Meetings Act (5 ILCS 120), Freedom of Information Act (5 ILCS 140), State Records Act (5 ILCS 160), Identity Protection Act (5 ILCS 179) and Personal Information Protection Act (815 ILCS 530).)

Whenever a new FOIA Coordinator or Assistant FOIA Coordinator is designated by SIAAB, that person must successfully complete the training provided by the Illinois Office of the Attorney General for both the Freedom of Information Act and the Open Meetings Act within 30 days after assuming the position.