**Section 775.20 Definitions**

 "Adoptive Home" means a home in which the parents have legally adopted the child.

 "Confidential" means certain records which are exempt from disclosure. These records are defined under Part 431 (89 Ill. Adm. Code 431), Confidentiality of Personal Information of Persons Served by the Department.

 *"Copying" means the reproduction of any public record by means of any photographic, electronic, mechanical or other process, device or means.*

 "Freedom of Information Officer" or "FOIA Officer" means that person designated by the Director of the Department of Children and Family Services to receive all requests for information made under the terms of the Freedom of Information Act.

 "Guardianship Administrator" means that person designated by the Director of the Department of Children and Family Services to serve as guardian or custodian of children accepted by the Department pursuant to the Juvenile Court Act, "An Act creating the Department of Children and Family Services," the Abused and Neglected Child Reporting Act, and "An Act in relation to the adoption of persons" (Ill. Rev. Stat. 1981, ch. 40, pars. 1501 et seq.).

 *"Person" means any individual, corporation, partnership, firm, organization or association, acting individually or as a group.*

 "Pre-Decisional Information" means records, data, items of correspondence, reports and information prepared for use before an administrative or policy decision is made which is directly relevant to that decision. Pre-decisional information does not include budget information or performance information gathered on a routine basis to monitor the Department's activities and expenditures.

 *"Public records" means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body.*

(Source: Amended at 8 Ill. Reg. 17275, effective September 21, 1984)