



Theisinger, Clayton &lt;theisingerc@pcschoools535.org&gt;

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## FOIA Request – Current Staff List

2 messages

CT Mills <outreach@educatorsupportnetwork.org>  
To: theisingerc@pcschoools535.org

Wed, Dec 17, 2025 at 12:18 AM

Dear FOIA Officer,

Pursuant to **Illinois Freedom of Information Act (FOIA) – 5 ILCS 140/1 et seq.**, I am requesting copies of the most current existing records listing all active employees within your school or district. To ensure our records remain accurate, we are requesting the latest version currently on file that includes the following fields:

- **Full Name**
- **Title/Position**
- **Work Email Address**
- **Work Location** (School Name or Central Office)

Please note: we are **not** asking the district to create new documents, compile data, or generate reports. We are only seeking copies of records that already exist in your custody.

If available, please provide the records in **electronic format** (Excel, CSV, or PDF preferred). If updates, additions, or changes have occurred since your last response, we would appreciate receiving the most recent version currently maintained.

If clarification is needed, I am happy to assist. If the records are maintained in a different format, please let me know.

This request is **not intended for commercial use**, but solely to help maintain accurate and current public records.

If you are not the appropriate person to process this request, kindly let me know or forward it to the correct contact.

Thank you for your time and assistance.

Sincerely,

**CT Mills**  
**Public Info Access LLC**  
984-303-8215

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Theisinger, Clayton <theisingerc@pcschoools535.org>  
To: CT Mills <outreach@educatorsupportnetwork.org>

Wed, Dec 17, 2025 at 3:08 PM

Dear Requester:

This letter serves as Putnam County CUSD #535 (the “District”)’s timely response to your Illinois Freedom of Information Act (“FOIA”) request sent on December 17th, 2025 for:

the most current existing records listing all active employees within your school or district... the latest version currently on file that includes the following fields:

- **Full Name**
- **Title/Position**
- **Work Email Address**
- **Work Location** (School Name or Central Office)

In response to your request, the District is providing the attached responsive documents. Please be advised that FOIA does not require public bodies to prepare answers to questions seeking information or create new

documents in response to a request. *See Kenyon v. Garrels*, 184 Ill. App. 3d 28, 31-32 (4th Dist. 1989).

Sincerely,

Dr. Clayton J. Theisinger

Superintendent

[Quoted text hidden]

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**Dr. Clayton J. Theisinger**

*Superintendent*

Putnam County CUSD #535

*-Providing foundations together, Cultivating individual growth-*



**Curent Staff List - December 2025.pdf**

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