

## Fwd: Cook\*ESD23\*ProspectHeights (05-016-0230-02): FOIA REQUEST #1

1 message

Amy McPartlin <amcpartlin@d23.org>

Tue, Mar 18, 2025 at 1:01 PM

To: ad.cuius.bonum@proton.me

Bcc: Don Angelaccio <dangelaccio@d23.org>

Good Afternoon,

Please see the attached file in response to your request for information under the FOIA. The District does not have records responsive to your request for 2004 and 2014 as they are outside of the window required for record retention in the State of Illinois.

Thank you. Amy

----- Forwarded message ------

From: ACB <Ad.Cuius.Bonum@proton.me>

Date: Fri, Mar 14, 2025 at 5:41 PM

Subject: Cook\*ESD23\*ProspectHeights (05-016-0230-02): FOIA REQUEST #1

To: dangelaccio@d23.org <dangelaccio@d23.org>

Reply above this line.

Date: March 14, 2025

Subject Line: Cook\*ESD23\*ProspectHeights (05-016-0230-02): FOIA REQUEST #1

Dear Superintendent,

See attached FOIA Request.

When initially responding to the attached FOIA request, please send the first response as a "Reply" email to ad.cuius.bonum@proton.me rather than starting a new thread via a new email. If both parties respond in the same manner (responding to the most recent inbound email from the other party) until the request is fulfilled, there will only be one email thread. Additionally, please remove any "Re: " prefix (or any other "Reply" abbreviation, if any) from the subject line prior to clicking "Send" to ensure that all "Reply" emails related to this request have the same exact "Subject" line text (see above) for sorting purposes. This approach aligns with the statutory duty under 5 ILCS 140/3.5(a)(4), which requires the retention of written communications and responses. By maintaining a single thread, we can ensure that all communications are efficiently organized and retained, facilitating compliance with the Illinois Freedom of Information Act. Thank you in advance for your cooperation in maintaining the suggested structured communication practice, which we both should be able to agree, is essential for efficient communications, record-keeping, and compliance.

Thus, all written communications surrounding the fulfillment of this FOIA can be archived (print-to-PDF) by both the FOIA officer and the requester as a single document, maintaining a clear and organized record of our interaction.

The 5-day due date for this request is: Friday, March 21, 2025

Thank you for your immediate attention to this public records request.

## **Email Address:**

ad.cuius.bonum@proton.me

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Amy K. McPartlin, CSBO Assistant Superintendent for Finance & Operations Prospect Heights School District 23 700 N. Schoenbeck Road Prospect Heights, IL 60070 847-870-5552 (direct) 847-870-3896 (fax)



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