



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE COMMUNICATIONS OFFICE

TO: Kent Mutchler, Superintendent
CC: Board of Education, Pam Burgeson
FROM: Kelley Munch, Communications Coordinator
DATE: April 9, 2014
RE: Freedom of Information Act Request(s) and Response(s)

The following is a summary of Freedom of Information Act requests that have been received and responded to by District staff members.

- 1) Lennie Jarratt requested the following records: "Electronic copy of all emails (including attachments) sent/received since February 13, 2014 via school district email services with the following keyword: Dillard."

This FOIA was received March 10, 2014, and responded to on March 17, 2014. It took three District employees a total of 18 hours, 30 minutes (\$757.74) to respond to this FOIA. Total attorney time is estimated at 2 hours (\$380).