

# Geneva Community Unit School District 304

## Office of the Superintendent

### MEMO

To: Board of Education  
From: Kent Mutchler  
Subject: Response to Freedom of Information Request(s)  
Date: April 22, 2013

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Per the requirements of the statute, the Board is receiving notification that the following FOIA requests have been received and responded to by Communication Coordinator Kelley Munch or Superintendent Kent Mutchler.

- 1) Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the April 8th, 2013 Board of Education meeting and the Finance Committee meeting of April 8th, 2013."

This FOIA was received April 9, 2013, and responded to on April 12, 2013. It took three District employees a total of 1 hour, 55 minutes (\$36.67) to respond to this FOIA.

KM/pb

Cc: K. Munch, Communication Coordinator