



Oak Park Elementary School District 97

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**TO: Members, Board of Education
Dr. Carol Kelley, Superintendent**

FROM: Chris Jasculca

RE: Update on FOIA Requests

DATE: October 27, 2015

On October 8, 2015, Charlene Roche, who is a data acquisition specialist for SmartProcure, submitted the following Freedom of Information Act (FOIA) request via email.

“SmartProcure is submitting a commercial FOIA request to the Oak Park Elementary School District No. 97 for an existing, already maintained electronic record (without copying, scanning or printing) of purchase orders dated 2010-01-01 to current.

The information requested is:

1. Purchase order number or equivalent
2. Purchase date
3. Line item details
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and email address”

Based on the type of information she is asking for, we emailed Ms. Roche that same day seeking clarification on the nature of her request. More specifically, we asked her if the information is for commercial purposes since the law gives public bodies more time (21 business days) to respond to such requests. Ms. Roche confirmed via email that her request is for commercial purposes, which means we have until November 6, 2015 to issue our response.

We are currently in the process of drafting/compiling our response to Ms. Roche’s request, and will send it to her by the November 6 deadline.