

Paragraph for Board Memo:

Ms. Simpson of SmartProcure requested the following records: "...to the Geneva Community Unit School District 304 for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Employment Type ie: full-time, part-time, contractor
6. General Office Phone Number
7. Direct Office Phone Number
8. Business Cell Phone (if provided by Geneva Community Unit School District 304)
9. Office Fax
10. Email Address
11. Office Physical Address
12. Office Mailing Address"

This FOIA request was received August 8, 2019, and responded to on September 4. It took two District employees a total of 3 hours 51 minutes (\$81.63) to respond to this FOIA request.