

# 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: October 15, 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 September 23rd, 2013 Board of Education meeting."

This FOIA was received September 25, 2013 and responded to on September 30, 2013. It took two District employees a total of one hour, 15 minutes (\$27.04) to respond to this FOIA.

/kcm

Cc: P. Burgeson, Administrative Assistant