

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: August 27, 2012

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 August 13, 2012 Finance Committee meeting as well as the General Board meeting for the same evening."

This FOIA was received August 14, 2012, and responded to on August 20, 2012. It took two District employees a total of 1 hour, 55 minutes (\$38.76) to respond to this FOIA.

If additional information is required, please notify me.

KM/pb
Cc: K. Munch, Communication Coordinator