

Paragraph for Board Memo:

Karen Garcia, Smart Procure, requested the following records:

“SmartProcure is submitting a commercial FOIA request 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.

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Geneva Community Unit School District 304)
7. Email Address
8. Office Address (Address, City, State, Zip)”

This commercial FOIA request was received Nov. 9, 2021, and responded to on Dec. 9, 2021. It took 4 District employees a total of 2 hours, 50 minutes (\$86.72) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).