

Paragraph for Board Memo:

Karen Garcia, Data Acquisition Specialist, SmartProcure, 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.

The specific information requested from your record keeping system is:

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)

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYjZRMDAwMDAxbXNzZ1FBQSZzdD1JTCZvcmc9R2VuZXZhQ29tbXVuaXR5VW5pdFNjaG9vbERpc3RyaWN0MzA0.>”

This FOIA request was received 10/28/22, and responded to on 11/2/22. It took 2 District employees a total of 1 hours 40 min (\$47.23) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).