

Paragraph for Board Memo:

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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).”.”

This FOIA request was received 5/1/23, and responded to on 5/5/23. It took 2 District employees a total of 70 minutes (\$43.20) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).