

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: November 11, 2013

Per the requirements of the statute, the Board is receiving notification that the following FOIA requests have been received and responded to by Communications 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 October 28th, 2013 Board of Education meeting."

This FOIA was received October 29, 2013 and responded to on November 4, 2013. It took two District employees a total of 55 minutes (\$16.50) to respond to this FOIA.

/kcm

Cc: P. Burgeson, Administrative Assistant