

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: May 14, 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 April 23, 2012 Board of Education meeting."

This FOIA was received April 24, 2012, and responded to on April 30, 2012. It took two District employees a total of one hour (\$21.54) to respond to this FOIA.

- 2) Robert McQuillan, 2667 Berkshire Drive, Geneva, requested the following records: "the board packets from the following Geneva Board of Education meetings: February 22, 2006; March 13, 2006; March 18, 2006; June 5, 2006; December 11, 2006."

This FOIA was received April 27, 2012, and responded to on April 30, 2012. It took two District employees a total of 1 hour, 35 minutes (\$53.13) to respond to this FOIA.

If additional information is required, please notify me.

KM/pb

Cc: K. Munch, Communication Coordinator