

June 25, 2019

Bethany Simpson
bsimpson@smartprocure.com

RE: FOIA: SmartProcure FOIA Request to Parkland College for Contact Information

VIA ELECTRONIC MAIL

Dear Ms. Simpson:

This is to acknowledge that Parkland Community College District No. 505 is in receipt of your commercial *Freedom of Information Act* (FOIA) request dated June 19, 2019, received in my office at 12:34 p.m., on June 19, 2019 via e-mail. As the Vice President for Communications and External Affairs, I am responsible for processing requests for public information for the College, pursuant to *the Illinois Freedom of Information Act*, 5 ILCS 140/1 et seq. In your letter, you requested that the College make a copy of the following records:

Request:

“SmartProcure is submitting a commercial FOIA request to the Parkland College 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. Employment Type ie: full-time, part-time, contractor
6. General Office Phone Number
7. Direct Office Phone Number
8. Business Cell Phone (if provided by Parkland College)
9. Office Fax
10. Email Address
11. Office Physical Address
12. Office Mailing Address”

Parkland College’s Response:

Parkland College believes this is a request for commercial purposes and thus subject to the 21 working day response time requirement under section 5 ILCS 140/3.1(a).

Parkland College has attached an .XLS file in response to your request. The college has included all requested fields stored within the internal system. The following fields are not included because they are not contained within that system.

1. General Office Phone Number
2. Business Cell Phone (if provided by Parkland College)
3. Office Fax

The document is intended to be fully responsive to your request.

As Vice President for Communications and External Affairs, I am responsible for granting and denying the requests for records under the *Freedom of Information Act*. Please be aware that this response to your request is pursuant to my understanding of your FOIA request. If I have misunderstood your request, please let me know as soon as possible so I may provide the correct information.

Finally, if you believe that this response constitutes a denial of your request, you have the right to have this response reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

You also have the right to seek judicial review of this response by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

If you choose to file a Request for Review with the Public Access Counselor or State court, you will need to include a copy of this letter for the review.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



Stephanie L. Stuart
Vice President for Communications and External Affairs

HARD COPY

CC: FILE
BOARD OF TRUSTEES
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MR. CHRISTOPHER RANGLES, VICE-PRESIDENT, ADMINISTRATIVE SERVICES/CFO