

June 27, 2019

Justin Martin  
[REDACTED]

RE: FOIA Request

VIA ELECTRONIC MAIL

Dear Mr. Martin:

This is to acknowledge that Parkland Community College District No. 505 is in receipt of your *Freedom of Information Act* (FOIA) request dated June 20, 2019, received in my office at 11:39 p.m. 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 email, you requested that the College make a copy of the following records:

Request:

“Pursuant to the Illinois Freedom of Information Act, I request all email messages to and from Vice-President of Student Services Michael Trame that were sent or received between the dates of July 1, 2016 and June 15, 2019 which relate to any of these topics:

- student organization/association travel policy
- College Policy 8.18
- Student Association Manual or “Greenbook”
- Alpha Phi Omega, or “APO”
- Phi Theta Kappa, or “PTK”
- Travel policies for athletic teams
- funding of athletic team travel
- funding of student organization/association travel”

Parkland College’s Response:

Upon review of your request, the college reached out on June 25, 2019 via email to inform you that without narrowing your request that college would need to deny your request pursuant to 5 ILCS 140/3(g), which states that institutions may deny requests that are considered “unduly burdensome for the complying public body and there is no way to narrow the request and the burden on the public body outweighs the public interest in the information.”

In that correspondence the college provided the opportunity for you to refine your request as required by the statute. You responded to this correspondence at 5:26 p.m. the same day stating you would refine your request and be in touch shortly.

At this time, which is also the end of the five-day response deadline, the college has not received guidance from you regarding the narrowing of your request. Thus, in order to comply with the Act, the college is issuing this response letter today and denies your request pursuant to 5 ILCS 140/3(g).

The college believes your request to be unduly burdensome as defined in the statute. The variety of topics and three-year timespan specified in your request would generate thousands of emails that would need to be reviewed for responsiveness and redaction of student personal information as required by the Family Educational Rights and Privacy Act (FERPA).

For example, the request for all emails sent and received by Michael Trame during just the first year of the specified timeframe related to Phi Theta Kappa generated hundreds of emails due to administrative correspondence and statewide newsletters and emails. Due to the nature of Mr. Trame's work as the Vice President for Student Services, each would need to be reviewed to ensure that student information was not improperly disclosed. This is just one of the eight topics specified in 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 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](mailto: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  
MS. LORNA GEILER, ATTORNEY MEYER, CAPEL, LLC.  
MR. MICHAEL TRAME, VICE PRESIDENT FOR STUDENT SERVICES