



March 12, 2018

Mr. Peter R. Butler

RE: PETER BUTLER FOIA REQUEST

VIA email: [REDACTED]

Dear Mr. Butler:

This is to acknowledge that Parkland Community College District No. 505 is in receipt of your *Freedom of Information Act* (FOIA) request dated March 5, 2018 received at 12:31PM March 5, 2018, via electronic mail. As the Vice President for Administrative Services, 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 e-mail, you requested that the College make available the following records:

Request: "a list of checks issued by Parkland College since January 1, 2015 that are now over six months old and considered stale-dated / outstanding / uncashed and in the amount of \$1,500.00 or greater.

If possible, I would like the list to include only those checks that have not been replaced with reissued checks. I am interested in data pertaining only to vendors, businesses, agencies, etc. and not to students or employees."

Parkland College's Responses:

Parkland College believes your FOIA request is for commercial purposes. Therefore, the College has 21 days to respond.

The College has no records responsive to your request.

The public records indicated as being available for inspection and copying may be done under College staff supervision during the regular business hours of Monday through Friday, 8:00 AM – 5:00 PM. You may schedule a time by calling my office at 217-351-2513 or via e-mail.

The fee for copying is fifteen cents (\$0.15) per page. Since, however, you desire to inspect all of the documents and copy only those documents you find relevant to your request, pursuant to the *Illinois Freedom of Information Act*, 5 ILCS 140/6(b), the College will provide the first fifty (50) black and white, letter-sized copies free of charge and then it will charge its standard rate for each copy thereafter.

As Vice President for Administrative Services, 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,



Christopher M. Randles, CPA, CBM
Vice President for Administrative Services/CFO/Treasurer

CC: FILE
BOARD OF TRUSTEES
MS. LORNA GEILER, ATTORNEY MEYER, CAPEL, LLC.