

December 5, 2018

Tracy Hoel  
[tracyrob@illinois.edu](mailto:tracyrob@illinois.edu)

RE: FOIA REQUEST

VIA ELECTRONIC MAIL

Dear Tracy Hoel:

This is to acknowledge that Parkland College District No. 505 is in receipt of your *Freedom of Information Act* (FOIA) request dated November 28, 2018 received in my office at 2:38 p.m. on November 28, 2018 via electronic 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 e-mail, you requested that the College make available the following records:

Initial request:

"I am requesting my employment record. I was employed by Parkland College between May 1996 and May 1999. I'm attempting to purchase service time in SURS. I specifically need the dates of employment and the total hours I worked.

If no employment/personnel records exist, I would like a copy of the approved Records Retention Schedule that would cover my student employment record, and a copy of the approved Application For Authority To Dispose of State Records that was approved by the State Records Commission which resulted in the disposal of my employment/personnel record."

Parkland College's Response:

On November 29, you sent a follow-up email indicating that your records would be found using your maiden name, Robinson. On November 30, we sent an email to clarify whether you would like redacted files via the FOIA process or prefer to have unredacted files through the personnel records request process. You responded to this message on the same day and indicated that you preferred to receive the files via the FOIA.

The college has provided a PDF that we believe to be fully responsive to your request.

As the 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](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

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CC: FILE  
BOARD OF TRUSTEES  
DR. THOMAS RAMAGE, PRESIDENT  
MS. LORNA GEILER, ATTORNEY MEYER, CAPEL, LLC.