

# UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

January 28, 2014

Conor Skelding  
MuckRock News  
[10089-00456357@requests.muckrock.com](mailto:10089-00456357@requests.muckrock.com)

Re: FOIA 14-017

Dear Mr. Skelding:

I am responding to your request dated January 13, under the Illinois Freedom of Information Act in which you request:

“All processing notes for FOIA #13-532, received by the University of Illinois on November 5, 2013, which contain remarks, comments, notes, explanations, etc. made by university personnel about the processing of this request (and appeals or follow-ups, if appropriate). This is to include any notes made during the processing of the requests, any standard worksheets completed, and any correspondence referencing the requests, including tasking orders, emails, and coordination documentation.”

Information responsive to your request is available and attached. These are public documents numbering 72 pages.

Portions of these documents have been redacted pursuant to the following section(s) of the Act:

- Section 140/7 (f) exempts “preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body.” The responsive documents contain handwritten notes as well as preliminary discussions and expressions of opinion regarding possible policies and actions of the University.

Should you wish to inspect or receive a physical copy of these documents, please call Melanie Kuehn at the phone number below and she will provide you with all necessary details.

You have a right, under the law, to seek a review of this response by the Public Access Counselor (PAC) in the Office of the Attorney General. The PAC may be reached by phone at 217-782-1396, by email to [publicaccess\[at\]g.state.il.us](mailto:publicaccess[at]g.state.il.us), or by postal mail at the Public Access Bureau, 500 S. 2nd Street, Springfield, Illinois 62706. You also have the right to seek judicial review under section 11 of this Act.

If you have questions for our office, please contact 217-333-6400.

Sincerely,

Thomas P. Hardy  
Executive Director  
and Chief Records Officer

Office for University Relations

Urbana • 108 Henry Administration Building • MC 370 • 506 South Wright Street • Urbana, IL 61801 • (217) 333-6400 • Fax (217) 333-5733  
Chicago • 414 Administrative Office Building • MC 971 • 1737 West Polk Street • Chicago, IL 60612-7228 • (312) 996-3772 • Fax (312) 996-1836