

# UNIVERSITY OF ILLINOIS

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February 24, 2014

Data Collection Department

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Re: FOIA Request 14-040

To whom it may concern:

I write to respond to your Freedom of Information request dated January 23, 2014, and received in my office on January 24, 2014, in which you requested:

“From Jan 1, 2006 to the present date, a listing of all computing equipment (laptops, servers, networking devices, desktops, monitors, PDAs, etc.) that has been classified at “disposed of without authority” or whatever designation used when equipment is missing and cannot be located. The date when the device was purchased, its value, which department had the equipment in their possession, and when it was reported lost, including but not limited to any and all documents that are kept by the University documenting these occurrences and other required elements.”

We responded on February 7, 2014, asking you to narrow your request. You responded on February 10, 2014, and narrowed your request to: “...the annual report sent to Central Management Services at the end of each fiscal year that has list of lost and/or missing equipment for the time period of Jan. 1 2006 to present.”

Information responsive to your request is available and attached. These are public documents numbering 12 pages. This list is the computing/electronic equipment items that were included on State of Illinois Form 15 from the annual Certification of Inventory report for the years 2006 through 2013. Pursuant to 44 Illinois Administrative Code, Section 5010.460, all Agencies, Boards, Commissions and Universities are required to submit Form 15 to the Department of Central Management Services (CMS) to report any lost/missing equipment. The report provides the property control number (Ptag), item description, purchase date and purchase price of equipment inventory items as of the date of the report. The report date is the end of each fiscal year (June 30). Please note that the Form 15 report includes items that were reported as unfound as of the report date; and continuing efforts to research and resolve these unfound items often result in subsequently found items. The FY07 report included many items marked as unfound at year end in that fiscal year and many of these items were subsequently found. To add some perspective to the dollar amounts shown on these reports, as of June 30, 2013, the University had equipment items on hand with a total purchase value of more than \$1.2 billion.

Office for University Relations

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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. If you have questions about the information contained in these documents, please call me at the phone number listed below.

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@atg.state.il.us](mailto:publicaccess@atg.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