

# UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

January 15, 2015

Andrew Scheinman  
[ascheinman@scheinmanlaw.com](mailto:ascheinman@scheinmanlaw.com)

Re: FOIA #14-813

Dear Dr. Scheinman:

I write to confirm receipt of your Freedom of Information Act request filed December 4, 2014, in which you sought:

- “1. A copy from you of the stamped envelope showing the mailing (stamping) date of the letter sent you by the PAC;
2. Copies of all your internal intake records showing logging dates and other information of intake and assignment of this letter for response, as per your standard procedures set forth in your FOIA response 2014 FOIA 14-324.”

Documents responsive to point one of your request are available and attached. These are public records numbering 14 pages.

In response to point two, your request for internal intake information is denied pursuant to section 7(1)(f) of the FOIA, which exempts from disclosure “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.” Our office’s FOIA intake log is an internal document containing notations used to assist staff with the processing of FOIA requests submitted to the University.

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 any questions, please address them to the attention of Ms. Laura Clower, Associate University Counsel, at [clower@uillinois.edu](mailto:clower@uillinois.edu).

Sincerely,

Thomas P. Hardy  
Executive Director  
and Chief Records Officer

cc: Laura Clower, Assoc. Univ. Counsel