

UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

August 28, 2015

Dr. Anne Draznin
Adraz1@uis.edu

Re: FOIA Requests 15-624 and 15-625

Dear Dr. Draznin:


I write to respond to your Freedom of Information requests dated and received in my office on July 30, 2015, which you subsequently spoke with Kathy McCarthy from my office about on August 14, 2015. In these requests, you sought the following information:

“Any and all documents, including but not limited to emails, letters, memoranda, meeting minutes, manuals, rules, policy statements, and any other written materials, in whatever format, generated, received or transmitted by to with the Division of Academic Affairs, relating to the intent, meaning, and/or interpretation of the words ‘teaching, research and/or service responsibilities conducted on behalf of the university’ as found in Article 14, Section 4F, of the Campus Personnel Policies Manual dated 6.14 from July 1, 2014 to August 1, 2015.”

and

“Any and all documents, including but not limited to emails, letters, memoranda, meeting minutes, manuals, rules, policy statements, and any other written materials, in whatever format, generated, received or transmitted by to with the Division of Academic Affairs, relating to the allocation, designation of use or assignment of office space in the WUIS Building to specified groups or individual employees, faculty, or institutional entities other than WUIS, from July 1, 2012 to August 1, 2015 or within 5 days of the response to this request, whichever is later.”

Due to file size, the records referenced above are available for download at

. This link will expire in 10 days. Because reading files in the Box interface can be slow and unwieldy, we suggest that you click the Download button to save your responsive file to your desktop. If you do choose to view the file in the Box interface, the download button appears as a white arrow at the top right of the viewing window. These are public documents and, if printed, would number 611 pages.

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

- 140/7(1)(a) that exempts from disclosure “Information specifically prohibited from disclosure by federal or State law or rules and regulations implementing adopted under federal or State law.” Specifically, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) protects the privacy of student education records and prohibits the release of any information from a student’s education record without the consent of the eligible student. In this case, a student name was redacted from the responsive records.
- 140/7(1)(b) that exempts from disclosure “Private information, unless disclosure is required by another provision of this Act, a State or federal law or a court order.” This includes personal phone numbers and email addresses.
- 140/7(1)(c) that exempts from disclosure “personal information contained within public records, the disclosure of which, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information.” This includes student information, personal travel plans, relocation information and other highly personal information.
- 140/7(1)(f) that 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.” This includes portions of documents containing deliberative comments, opinions and recommendations.

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@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