

FOIA REQUEST SUMMARY August, 2016

DATE	REQUESTOR	NATURE OF REQUEST	DATE RESPONSE COMPLETED	TIME TO COMPLETE REQUEST
8/9/16 Due 8/16/16	G. Scott Davis	<p>I would like to request a copy of your Student Directory Records for students who enrolled at you institution for the Fall 2015 semester. (Second request)</p> <p>I would respectfully request the following information, or what your college provides:</p> <ul style="list-style-type: none"> • Student Name • Local Address (including city, state, and zip code) • Permanent Address (including city, state, and zip code) • Email Address • Telephone Number • Data of Birth • Place of Birth • Enrollment Dates • Enrollment Status • Program of Study or Major(s) • Most Recent Previous Educational Institution • High School Attended 	8/16/16	1.29 HRS
8/23/16 DUE 9/22/16 COMM'L REQ	Gabiella Lauricella SMART PROCURE	<p>SmartProcure is submitting a commercial FOIA request to the Mchenry County College for any and all purchasing records from 2016-05-19 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.</p> <p>The specific information requested from your record keeping system is:</p> <ol style="list-style-type: none"> 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address 7. What is the beginning of your fiscal year? <p>The attached document may be helpful as a reference to fulfill this request if the Mchenry County College stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.</p>	8/23/16	.66 HRS
8/24/16 DUE 9/23/16 COMM'L REQ	Greg Lower	End date of the College's current waste and recycling contract and a copy of the last bid award.	8/25/16	.50 HRS