

## FOIA REQUEST SUMMARY - AUGUST 2024

DATE	REQUESTOR	NATURE OF REQUEST	DATE RESPONSE COMPLETED
8/08/2024	Sheri Reed	<p>SmartProcure is submitting a commercial FOIA request to the McHenry County College for general purchasing records from 4/30/2024 to the current request date of 8/8/2024. Request details are as follows:</p> <ul style="list-style-type: none"> <li>• Our request is limited to readily available, fully electronic documents. <ul style="list-style-type: none"> <li>○ For the purpose of this request, “fully electronic” refers to dynamic PDF, Excel (csv., xlsx.), TXT or RTF files containing active text.</li> <li>○ Files containing active text should allow the user to use their mouse/trackpad to highlight, select, copy and paste the text from the file.</li> </ul> </li> <li>• Responsive reports include those containing the following details per purchase: <ul style="list-style-type: none"> <li>○ 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.)</li> <li>○ Purchase Date</li> <li>○ Line item details</li> <li>○ Line item quantity</li> <li>○ Line item price</li> </ul> </li> <li>• Vendor ID number, name, address, contact person and their email address</li> </ul> <p>The unique upload link below has been added as a security measure for current and future requests. Please feel free to upload responsive documents here, or attach them to your response email:</p> <div style="background-color: black; height: 1.2em; width: 100%;"></div> <p>For any questions or concerns, please feel free to contact me via email or at the phone number in my signature below.</p> <p>As always, thank you for your time and consideration.</p>	8/15/2024

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DATE	REQUESTOR	NATURE OF REQUEST	DATE RESPONSE COMPLETED
8/09/2024	Justin Cunningham	<p>I am writing to request access to and copies of records under the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.)</p> <p>We are looking for an existing, already maintained electronic record (without copying, scanning, or printing) of all vendors your institution has used from 2022-01-01 onward. For each vendor, the exact information requested is:</p> <ol style="list-style-type: none"> <li>1. Vendor Name</li> <li>2. Vendor Contact Name</li> <li>3. Vendor Contact Email</li> <li>4. Vendor Procurement Method</li> </ol> <p>Importantly, a similar request was recently made by SmartProcure or GovSpend and you might already have files referencing this information. If it's easier, please feel free to share the same information with us that you did with them, even if the dates don't line up exactly.</p> <p>Please provide the information in an electronic spreadsheet format (like an .xlsx file) to facilitate prompt and efficient access to the records. If there are charges for searching, copying, or compiling these records, please provide an itemized estimate of the costs before proceeding with the work.</p> <p>Should this request be denied wholly or partially, please provide a detailed justification for each decision, citing specific exemptions under the Illinois Freedom of Information Act. Additionally, I request that all segregable portions of otherwise exempt material be provided.</p> <p>Should you need further information or clarification to expedite this request, do not hesitate to contact [REDACTED].</p> <p>Thank you for your attention and cooperation. I look forward to your prompt response within the statutory period.</p>	8/15/2024