



**OFFICE OF THE GOVERNOR
MEMORANDUM**

TO: Agency Directors, Agency General Counsels, Public Information Officers, Freedom of Information Officers

FROM: Office of the Governor

DATE: March 6, 2009

RE: Freedom of Information Act reporting procedures

In an effort to maximize efficiency and create a useful means of communication, the Office of the Governor asks that you immediately implement the following procedures regarding FOIA requests:

1. Each Freedom of Information Officer should enter every media, union, interest group and/or other FOIA request that would be of interest to the Office of the Governor into the attached spreadsheet;
2. Each Tuesday, the Freedom of Information Officer should email the spreadsheet to his/her agency Public Information Officer, Katie Ridgway at katherine.ridgway@illinois.gov, and Erin Knowles at erin.knowles2@illinois.gov;
3. Freedom of Information Officers should ensure that his/her agency Public Information Officer has reviewed all responsive documents before the response is sent.

Thank you for your cooperation. Please feel free to contact either Katie Ridgway or Erin Knowles if you have any questions or suggestions.