



**OFFICE OF THE GOVERNOR
MEMORANDUM**

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

FROM: Office of the Governor

DATE: April 29, 2009

RE: Freedom of Information Act reporting procedures

On March 6, 2009, the Office of the Governor sent a memorandum to all agencies regarding FOIA reporting procedures. While the Office of the Governor appreciates compliance with these procedures, at this time we are asking that you include more information in each report. The new report form is attached.

Specifically, please inform the Office of the Governor if you intend to deny the request, either in full or partially, and include the exemption(s) asserted for the denial, as well as a brief explanation as to why you believe the exemption(s) applies. Also, please include if a document will be/has been created in response to the request and attach a copy of such document, if available. If no such document is available, please send the created document as soon as possible to all persons who receive the weekly reports.

Please follow the procedures outlined below:

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, Erin Knowles at erin.knowles2@illinois.gov; and Jay Stewart at jay.stewart@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 continued cooperation. Please feel free to contact either Katie Ridgway or Erin Knowles if you have any questions or suggestions.