

Facilities & Services Policies, Procedures, and Guidelines

Purpose: In the course of business, Freedom of Information Act (FOIA), Illinois Department of Labor (IDOL), Audit (internal and external) and subpoena requests may be made of F&S staff. The purpose of this procedure is to outline the proper response to such requests.

Owner: Associate Vice Chancellor & Executive Director

Procedure:

1. Do not provide any information or attempt to fulfill the request.
2. Forward the request to Malukah Gordon magordon@illinois.edu, 217-333-9218. When forwarding the request, remember that anything written or recorded may be discoverable in a court of law.
3. A designated internal contact will process the request and may contact an individual for more information. These contacts are:
 - a. FOIA: Malukah Gordon
 - b. IDOL: Eric Smith, Malukah Gordon
 - c. Audits: Jenny Watkins
 - d. Subpoenas: Eric Smith

Contact: Barbara Ellen Janunas-Leisner, Office of the Executive Director, janunasl@illinois.edu, 217-300-8314.