

Information Request Procedure

Effective Date: February 2016

Review Date: May 2026

Owner: Angela Cravens

Approved By: Office of the Associate Vice Chancellor

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.

Policy:

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:

FOIA: Malukah Gordon

IDOL: Angela Cravens, Malukah Gordon

Audits: Jenny Watkins

Subpoenas: Angela Cravens

Contacts: Office of the Associate Vice Chancellor