

Rec'd 4/6/2017

[REDACTED]  
[REDACTED]  
[REDACTED]

Ms. Megan Griffin,  
FOIA Officer  
ISBE

Ms. Griffin,

Today I'm requesting under the Freedom of Information Act, the policy of items and materials that are received in the:

(Special Education Services Division) of the:

Illinois State Board of Education (ISBE).

This would be in a timeframe of 2010 to today's date.

1) Which ISBE public official(s) are doing the stamping of items and materials Received/dated in this Division?

2) What is the method towards stamping?  
First sheet, other sheets marked Received/dated?

3) Is all items and materials stamped when Received/dated when it comes into this Division?

4) What kind of devise(s) is being used for stamping the Received and the Date in this Division?  
Mechanical or manual or computerized?

5) Is the envelopes saved from the items and materials received in this Division?

Request all information returned in PDF format to:

[REDACTED]

Thank you!

[REDACTED]  
[REDACTED]