

From: Tracy Siska tsiska@chicagojustice.org
Subject: Chicago Justice Project FOIA 051420
Date: May 14, 2020 at 4:23 PM
To: OEMCFOIA OEMCfoia@cityofchicago.org



In accordance with the Illinois Freedom of Information Act, 5 ILCS 140, I request that your office provide the following public records:

1. A list of all types or categories of records currently under the Office of Emergency Management & Communications control, as provided in 5 ILCS 140/5.
2. A description of the manner in which public records stored by means of electronic data processing may be obtained from the Office of Emergency Management & Communications (in a form comprehensible to persons lacking knowledge of computer language or printout format), as provided in 5 ILCS 140/5.

INSTRUCTIONS

If the agency believes they are going to withhold any document or information pertinent to the requests made herein, please identify the document or information in as much detail as is possible and detail in specific language why each document or piece of information is being withheld.

If any information requested herein is withheld on the basis of a claim of privilege or subject to protection as material prepared in anticipation of litigation or trial, then that claim shall be made expressly in a writing that describes the nature of the Documents, Communications, or Things not produced or disclosed in a manner that will enable us to assess the applicability of the privilege or protection. With regard to each claim of privilege or protection, the following information should be provided in the response or the objection:

- (a) the type of Document, e.g., letter or memorandum;
- (b) general subject matter of the Document;
- (c) the date of the Document; and
- (d) such other information as is sufficient to identify the Document for a subpoena duces tecum, including, where appropriate, the author, addressee, and any other recipient of the Document, and, where not apparent, the relationship of the author, addressee, and any other recipient to each other.

If any Document or Thing identified herein has been lost, discarded, or destroyed, each such Document or Thing should be identified as completely as possible, including as to each such Document or Thing, its date, general nature (e.g., letter, memorandum, telegram, telex, photograph, computer printout), subject matter, each author or originator, each person indicated as an addressee or copy recipient, and its former custodian(s). In addition, as to each such Document or Thing, the following information shall be supplied:

- (a) date of disposal, loss, or destruction;
- (b) manner of disposal, loss, or destruction;
- (c) reason for disposal or destruction, or any explanation of loss;
- (d) persons authorizing the disposal or destruction;
- (e) persons having knowledge of the disposal, destruction, or loss; and
- (f) persons who destroyed, lost, or disposed of the Document or Thing. I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3).

Please direct all questions or responses to this FOIA request to this email address by responding to this email.

I look forward to hearing from you in writing within five working days, as required by the Act 5 ILCS 140(3). Please direct all questions or responses to this FOIA request to tsiska@chicagojustice.org by responding to this email

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