August 31, 2015

FOIA Officer
Metra
547 W. Jackson Blvd.
Chicago, IL 60661

Re: Freedom of Information Act

To Whom It May Concern:

Pursuant to the Illinois Freedom of Information Act I hereby copies of:

- [Name]'s personnel file. This should include but not be limited to: annual salaries with dates of change, titles and departments with dates of change, his employee photo and any and all disciplinary actions and the reasons why.

- Please also include any and all police reports on [Name].

Moreover, as you know, the Illinois Freedom of Information Act requires that all non-exempt portions of any partially exempt record must be disclosed. Further, the Act requires that your office respond to this request within five working days after receipt. Since I work for a nonprofit organization, I ask you waive the processing fees. Electronic correspondence is highly preferred and may be sent to the account shown below. If a hard copy must be produced, please send me a cost estimate. This information may be used for a news story

If you have any questions about this request please contact me.
Sincerely,

Patrick Rehkamp  
Better Government Association  
223 W. Jackson, suite 900  
Chicago, IL 60606  
Phone: 312.386.9201

prehkamp@bettergov.org

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