



## **Format & Delivery**

- Records may be produced electronically (PDF preferred).
- If records exist in native electronic format, production in that format is requested pursuant to 5 ILCS 140/6(a).

## **Non-Commercial Purpose Statement**

This request is made solely for purposes of public oversight, financial transparency, and accountability regarding the expenditure of public funds.

This request is not made for a commercial purpose as defined under 5 ILCS 140/2(c-10) and does not seek records for sale, resale, solicitation, advertising, or marketing of goods or services.

Any attempt to reclassify this request as a “commercial request” would be inconsistent with the Illinois Freedom of Information Act and prior guidance issued by the Illinois Attorney General’s Public Access Counselor regarding disclosure of public contracts and invoices.

## **Search & Clarification**

If any portion of this request is unclear or overly broad, please advise promptly pursuant to 5 ILCS 140/3.3, so that the request may be clarified or reasonably narrowed without delaying the statutory response period.

## **Exemptions & Redactions**

If any portion of the requested records is withheld or redacted, please:

- Identify the specific statutory exemption(s) relied upon under 5 ILCS 140/7, and
- Provide all reasonably segregable non-exempt portions of the records.

## **Fees**

If any fees are anticipated, please provide a written estimate in advance pursuant to 5 ILCS 140/6.

## **Statutory Response Deadline**

As required by the Illinois Freedom of Information Act, a response is due within five (5) business days of receipt, unless a lawful extension is invoked under 5 ILCS 140/3(e).

Thank you for your cooperation. Please confirm receipt of this request and advise of the anticipated production timeline.

Respectfully,

Bill Meyer