

**From:** [Thomas P. Needham](#)  
**To:** [FOIA Metra](#)  
**Subject:** request for documents  
**Date:** Monday, March 27, 2017 12:31:13 PM

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To Whom It May Concern,

This is a request for documents under the Illinois Freedom of Information Act (FOIA).

I am hereby requesting a copy of the METRA employee handbook;

I am also requesting any written policies or documents of any kind that set forth the procedures used in disciplining or terminating a METRA employee.

This request is not being made for a commercial purpose.

I look forward to hearing from you.

Sincerely,

*Tom Needham*

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