

From: [Pyke, Marni](#)
To: [FOIA Metra](#)
Subject: Daily Herald request meeting minutes
Date: Tuesday, March 01, 2016 4:06:21 PM

Dear FOIA officer:

I am a reporter with the Daily Herald newspaper. Pursuant to the Illinois Freedom of Information Act, (5 ILCS 140/1 et seq.), I respectfully request the following: copies of all executive session minutes for 2013, 2014 and 2015, which have been released.

As you know, the FOIA requires an agency to reduce or even waive duplication fees where the disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of government. I may use the requested information as the basis of a newspaper article advancing the public interest. Therefore, I respectfully request a waiver of all duplication fees associated with this request.

I believe that all of the information I have requested is subject to public disclosure pursuant the FOIA. However, if you decide to withhold all or part of the information requested, please send me a detailed statement of the reasons for this denial. I expect you to release all legally disclosable portions of otherwise exempt material.

I would appreciate a response to my request within five working days as required by the Act. Please provide the documents by the easiest and quickest means possible, whether that be e-mail, fax or regular postal service.

I would also ask if another media outlet has requested this information and you have complied to please expedite my request.

I can be reached at (847) 427-4553 or mpyke@dailyherald.com. Please do not hesitate to contact me if you would like any clarifications of my request.

Sincerely,
Marni Pyke
Daily Herald