

FROM THE DESK OF
G. H. Christian

February 27, 2012

FOIA Officer
Illinois State Toll Highway Authority
foia@getipass.com
(630) 241-6100

Via Electronic Mail and Facsimile

Dear FOIA Officer,

Pursuant to the Illinois public records act, I respectfully request in my personal capacity that you produce or make available for copying and inspection the following public records believed to be in your possession, custody or control:

1. A list of all uncashed checks/warrants ("checks") in any amount issued from every bank account and any other financial account that your agency/entity issues checks from, **excluding payroll** (for as far back as you track outstanding/uncashed checks). I am requesting all fields in the database(s). If there are any fields that you must withhold by law – Social Security numbers, for example – please let me know what those fields are. I'm sure we can work out a format that will be workable for both of us. Data fields normally include payee/vendor name, payee/vendor address, amount of check, date check issued, check number, check status, and issuing department/agency, *etc.* If a list or report is not available, please provide an existing individual record for each uncashed check such as a computer "screen shot" or accounts payable voucher.
2. Policy and procedure related to the "uncashed checks" report (or whatever you call the report) including when a check is added to the report, and when a check is removed.¹
3. If the payee/vendor address is not included in the above, please provide a list or report of each payee/vendor's contact information and details. Data fields normally include Payee/Vendor Name, ID, Address, Phone, Contact Person, Email, *etc.* If a list or report is not available, please provide an existing individual record reflecting each payee/vendor's contact information and details such as a computer "screen shot" or accounts payable voucher.
4. If any of the public records requested herein are not in your possession, custody or control, please produce an existing individual record – *or compiled list if it exists or is easier for you* – evidencing, reflecting, referring to, or relating to the location(s) of each *individual* record requested and the person(s) who has/have possession, custody or control of the record(s).²

¹ I understand you are not required to answer questions. But, if it is easier than providing records, I have no objection to you simply providing the information in your email reply, such as "(i.e., list is never updated and checks are never removed, list is updated after check is replaced, list is updated after check is turned over to the state unclaimed property office, or checks are never turned over to the unclaimed property office, etc.)."

² I understand you are not required to create records or answer questions. But, if you know that Mary Jones in Accounts Payable is the correct person (for example) then this item of my request is for an existing individual record that has her contact information such as a business card, email, an expense reimbursement form, *etc.* Or if it is easier, I have no objection to you simply providing the information in your email reply, such as "Mary Jones, her email is mary@ap.com."

5. If any of the public records requested herein do not exist, please state this fact specific to each *individual* record requested.

Please afford each aspect of my request a specific response. This helps us both by minimizing the risk of confusion, or inadvertent oversight in response to any part of my request.

I am disabled and experience difficulty sending and receiving physical postal mail. As an accommodation, I respectfully request you provide the records— *and communicate with me* — electronically to my personal email address which is ghchristian@ymail.com. And, we will help the environment by saving a few trees.

Accordingly, I ask that responsive material that can be produced via electronic media be so produced in manipulatable Microsoft Excel (XLS) (*my first choice*), text (TXT), or Comma Separated Variable (CSV).³ Where records are not available in XLS, TXT, CSV, or other electronically manipulatable data file format — *or are available only in paper form* — please duplicate by using the “copy/scan to PDF” feature on the copy machine and provide by email (as opposed to producing paper copies). **Please do not direct me to a web link or web site.**

I ask that a courtesy copy of the public records be provided to me, and any fees be waived. If fees are not waived, please provide an *itemized* estimate of your actual costs by email before undertaking the task. *If records are denied in whole or in part and/or redacted please provide a privilege log.* Please specify which exemption(s) is (are) claimed for each portion or whole record denied and give the number of data files, pages, or other descriptive information regarding each record denied and the date(s) of such record(s). If portions of any records are redacted, I request that you so state with regard to *each* such record and describe the material redacted and the purpose and authority of *any* redaction, and release the remaining portion of the record(s).

I look forward to hearing from you within the time frame allowed by law.

Thank you so much for your help!

Very Truly Yours,
G. H. Christian
ghchristian@ymail.com

³ For example, please do not provide records in PDF — *which is a format that is difficult if not impossible to electronically manipulate* — when the records can be provided in a manipulatable spreadsheet or other format. Also, the manipulation of read only and password protected files - *without the password* — is generally impossible. Please refrain from providing read only and password protection, or provide the password so that the records may be electronically manipulated.