



May 6, 2015

Matthew Topic  
Loevy & Loevy  
312 N. May Street, Suite 100  
Chicago, IL 60607

Dear Mr. Topic:

The Illinois Tollway is receipt of your FOIA request for the following:

“All formal or informal policies, procedures, instructions, directives, orders, best practices, employee handbooks, training materials, emails, memos, or other such records that govern or apply to the use of non-government email accounts by officials or employees of your agency or department to transact or discuss public business that are or were operative at any time from January 1, 2013, to present.

All formal or informal policies, procedures, instructions, directives, orders, best practices, employee handbooks, training materials, emails, memos, or other such records that govern or apply to the use of government email accounts or other government computer resources for non-public business, that are or were operative at any time from January 1, 2013, to present.

All emails residing on any non-government email accounts used by the head of your agency or department, directly or indirectly on that person's behalf, that include in whole or in part the transacting or discussing of public business, dated January 1, 2015, to present. Your search should include the inbox, sent, deleted, and any other folders in the email account.”

We are in the process of preparing a response to your request. Under the Freedom of Information Act, a public body may extend the time to respond to a FOIA request by up to five business days for the purpose of allowing consultation between various departments. The Tollway needs additional time to respond to your request for the following reason: Before we can determine whether or which documents fall under exemptions and provide a response to your FOIA request, we must consult with the Illinois Tollway’s Administration Department, IT Department and Executive Office in order to complete our review and verify that records are responsive to your request. 5 ILCS 140/3(e) (vii).

We will respond to your request on or before May 13, 2015.

Respectfully,

Joelle McGinnis

Freedom of Information Officer