September 14, 2011

Mr. Vanover:

I hereby request that the State Board of Education produce the following public records pursuant to the provisions of the Illinois Freedom of Information Act, 5 Ill. Comp. Stat. Ann. 140/1 et seq.:

1. Invoices and descriptions for all promotional items (i.e. pens, chip clips, etc. -- things that are given out at events) purchased by the agency in FY 11.

Please produce the requested record(s) electronically to Steve Staeger, sstaeger@wcia.com, within five (5) working days of your receipt of this request (Ill. Comp Stat. Ann. 140/3(c)). If the requested record(s) cannot be produced within five (5) working days, please notify us in writing of the reason(s) for the delay and the date by which the requested record(s) will be available.

If you do not understand this request, or any portion thereof, or if you feel you require clarification of this request, or any portion thereof, please contact me at or by e-mail at sstaeger@wcia.com.

Thank you for your attention to this matter.

Sincerely,

Steve Staeger
Springfield Reporter
WCIA TV
cell: [redacted]
fax: (217) 544-3818