

April 8, 2015

Attn: Officer for Public Information

Central School District 104  
309 Hartman Ln  
O Fallon, IL 62269

Received  
4-17-15  
JW.

Dear Sir or Madam:

Under the Illinois Freedom of Information Act (5 ILCS 140), records in possession of public agencies may be accessed by the public upon written request. Pursuant to 5 ILCS 140/2(c). I am requesting an opportunity to inspect or obtain copies of public records for:

- All active lease agreements for Digital Print/Copier Devices, Single Function Printers and/or Document Software associated with such devices
- All active maintenance agreement for Digital Print/Copier Devices, Single Function Printers and/or Document Software associated with such devices
- Latest invoice(s) associated with any active lease or maintenance agreement for before mention devices/software
- Original bid or proposal of awarded vendor

If there are any fees for searching or copying these records, please inform me of the amount needed. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest.

The Illinois Public Records Law requires a response time of five (5) business days, a extension of an additional five (5) business days is allowed with written notification to the requester. If access to the records I am requesting will take longer than that time period, please contact me with information about when I might expect copies.

In the interest of expediency, and to minimize the research and/or duplication burden on your staff, I would be pleased to have an employee of Canon Solutions America examine the relevant records if you would grant them access to the requested material. Additionally, and since time is a factor, please communicate with me via email my email address is [jwhitehead@csa.canon.com](mailto:jwhitehead@csa.canon.com) or I can be reached at (314)432-9801

Thank you for considering my request.

Sincerely,



James Whitehead

St. Louis MO/IL Branch Director