



River Forest  
Public Schools

Administration Building  
7776 Lake Street  
River Forest, IL 60305  
708-771-8282

October 21, 2019

Nancy Harrell Holstein  
Canon Solutions America, Inc.  
425 N. Martingale Rd.  
Schaumburg, IL 60173

Communicated via email to: [nholstein@csa.canon.com](mailto:nholstein@csa.canon.com)

Dear Ms. Holstein:

This letter is in response to your electronic *Freedom of Information Action* (FOIA) request received in my office on October 18, 2019.

Request: 1) "*RECORDS REQUESTED: I am requesting the current Multifunction and Production Copiers lease agreement, along with terms and conditions.*"

Response: See Attached

Request: 1) "*RECORDS REQUESTED: I am requesting the current Multifunction Copier and Production Copier maintenance agreement, along with terms and conditions.*"

Response: See Attached

As Superintendent of the District, I am responsible for granting and denying the requests for records under the Freedom of Information Act. Please be aware that this response to your request is pursuant to my understanding of your FOIA request.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "E. J. Condon".

Edward J. Condon, Ph.D.  
Superintendent

**From:** Nancy Harrell Holstein <[nholstein@csa.canon.com](mailto:nholstein@csa.canon.com)>

**Subject:** FOIA REQUEST....

**Date:** October 18, 2019 at 1:29:17 PM CDT

**To:** "[CondonE@district90.org](mailto:CondonE@district90.org)" <[CondonE@district90.org](mailto:CondonE@district90.org)>

To Whom It May Concern,

As part of the Illinois Freedom of Information Act, I am requesting the following information to be emailed to me for all multifunction copiers within your district. I really appreciate your help. :) My contact info is listed below. Thanks again...

- Current Multifunction and Production Copiers lease agreement, along with terms and conditions.
- Current Multifunction Copier and Production Copier maintenance agreement, along with terms and conditions.

**This is a Commercial Request.** Thank you again for your help. 😊

Nancy

**Nancy Holstein**

Account Executive, Major

**Canon Solutions America, Inc.**

425 N. Martingale Rd., Schaumburg, IL 60173

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