

February 8, 2011

Robert Miller
General Counsel
600 Lincoln Avenue
Charleston, Il 61920

Dear MR. ,

Pursuant to the state open records law, 5 Ill. Comp. Stat. 140/1 to 140/11.5 , I write to request access to and a copy of The University Police Department's incident reports pertaining to theft at the University Union Bookstore for the fall 2010 semester continuing to the most recent information on thefts at the University Union Bookstore. I am looking for more than conformation that there have been thefts at the University Union Bookstore. I would like to know how many reports there have been, items or/and dollar amount of merchandise stolen, frequency of thefts and the like. . If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.

I agree to pay any reasonable copying and postage fees of not more than \$. If the cost would be greater than this amount, please notify me. Please provide a receipt indicating the charges for each document.

As provided by the open records law, I will expect your response within five (5) working days. See 5 Ill. Comp. Stat. 140/3(c).

If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

Please be advised that I am prepared to pursue whatever legal remedy necessary to obtain access to the requested records. I would note that willful violation of the open records law can result in the award of reasonable attorney' fees. See 5 Ill. Comp. Stat. 140/11(i).

Thank you for your assistance.

Sincerely,

Marcus A Smith

staff reporter for The Daily Eastern News