



March 7, 2019

VIA EMAIL

Ms. Rachel Wagner

Email: rwagner@metrarr.com

RE: 19-FOIA-059 Personnel File

Dear Ms. Wagner:

We are in receipt of your request for information pursuant to the Freedom of Information Act, 5 ILCS 140/1 *et seq.*

On February 28, 2019, we received your request for a copy of your personnel file (“**Request**”). Your Request is granted.

In response to your Request, Metra’s Human Resources Department is providing you with an electronic copy of the above-referenced personnel file. If this is not satisfactory, the Personnel Record Review Act, 820 ILCS 40/1 *et seq.*, requires that Metra make the physical documents available to you for your review if you prefer. If you would like to review your file in person, please contact us to arrange for a mutually acceptable time during Metra’s business hours (8:00 a.m. – 5:00 p.m. weekdays), to come in and review your file in person.

If we can be of further assistance to you, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. E. Haton", is positioned above the typed name.

Kathleen E. Haton

Freedom of Information Officer

foia@metrarr.com

FOIA Hotline #312-663-3642

Attachment