



Western Michigan University Chapter of the  
American Association of University Professors  
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November 13, 2017

Mr. Carrick Craig  
Freedom of Information Act Officer  
Office of Legal Affairs and General Counsel  
Western Michigan University  
2010 Administration Building  
Mail Stop 5423

Dear Mr. Craig:

Under the 1976 Freedom of Information Act, the WMU-AAUP Chapter hereby requests copies of all materials pertinent to the relationship between Western Michigan University and Interfolio (and/or Faculty180), including but not limited to the following:

- all correspondence between WMU employees and Interfolio and/or Faculty180,
- all proposals, contracts, and agreements (and drafts thereof),
- all bills and invoices,
- all privacy, use-of-data, and disclosure policies and agreements (and drafts thereof),
- any and all other documents and materials involving Interfolio and/or Faculty180.

Please provide this information as soon as is practicable to do so. The WMU-AAUP Chapter will accept a partial response to this request without prejudice to its position that it is entitled to copies of all materials pertinent to the relationship between Western Michigan University and Interfolio (and/or Faculty180) as they become available.

This is a continuing request for materials pertaining to Interfolio and/or Faculty180 as they are received by the University or generated by the University. We request that you continue to provide any new information that comes to light or otherwise becomes available after your initial response to this request.

The WMU-AAUP Chapter also reserves the right to ask for additional information pertaining to this concern. If any part of this request is denied, please cite each specific exemption that you believe justifies the refusal to release the information.

If you have questions or need additional information, please contact me at 345-0151 or via email at [lminnick@wmuaaup.net](mailto:lminnick@wmuaaup.net).

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa C. Minnick', written over a large, stylized flourish.

Lisa C. Minnick  
President, WMU-AAUP