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or print clearly.

Response Due Date:

Due 11-24-15
(for office use only)

**FREEDOM OF INFORMATION ACT (FOIA) REQUEST
FOR EASTERN ILLINOIS UNIVERSITY RECORDS**

Date: 11/16/2015

To: Robert L. Miller
FOIA Officer/General Counsel
Eastern Illinois University
Blair Hall, Room 2102
600 Lincoln Avenue
Charleston, IL 61920
Phone: 217-581-7249
Fax: 217-581-7989

From: Tracy Withrow
Printed Name of Requester

Tracy Withrow

Digitally signed by Tracy Withrow
DN: cn=Tracy Withrow, o=Richland Community
College, ou, email=withrow@richland.edu, c=US
Date: 2015.11.16 15:06:20 -06'00'

Signature of Requester

Mailing Address:
Richland Community College, One College

Decatur, Illinois 62521

Telephone: 217.875.7211, Ext. 212

If you are an EIU employee, please indicate below the name and address of your department **ONLY** if you want the record(s) to be sent there:

Department: _____
Building: _____ Room: _____

Description of requested record(s):

Under the Illinois Freedom of Information Act, I am a commercial requestor, looking for the following document:

1. Directory information on students enrolled with Eastern Illinois University, from zip codes that are provided in the page that follows this.
2. Document can be provided to me via email in a Microsoft Excel file. No printed copies are necessary.

Records will be provided and fees charged according to the Illinois Freedom of Information Act. Pursuant to 5 ILCS 140/6, a response from the FOIA Officer will be provided within five (5) business days. If this is a request for commercial purposes, the response is 21 working days after receipt pursuant to 5 ILCS 140/3.1(a). You will be notified if additional time is required to process your request.

RECEIVED

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CLEAR

EIU GENERAL COUNSEL