

Use tab key to complete  
or print clearly.

Response Due Date:

Due 3-16-16  
(for office use only)

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

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

Date: March 3, 2016

From: Michele Jones

Printed Name of Requester

Michele Jones  
Signature of Requester

Mailing Address:  
1924 Cleveland Avenue

Charleston, IL 61920

Telephone: 217-549-1331

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):**

List of all full time employees by last name; including first name, position title, and dates of employment for the last 2 years.

Electronic copy can be sent to michelej1127@gmail.com.

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**

MAR 9 2016

CLEAR

EIU GENERAL COUNSEL