

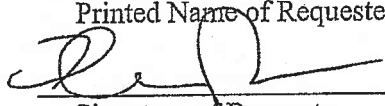
Use tab key to complete
or print clearly.

Response Due Date: 12-29-15
(for office use only)

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

Date: December 19, 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: Matthew E. Peek
Printed Name of Requester

Signature of Requester

Mailing Address:

Telephone: _____

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):

All emails or other communications with respect to eliminating the Administrative Assistant position held by Kimberly Harris in the Alumni Services department. . All emails or other communications made by Alumni Services Director/Assistant Vice President Steve Rich for the time period May 1, 2015 through September 1, 2015, particularly those discussing the Administrative Assistant position and/or Kimberly Harris.

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

DEC 21 2015

CLEAR

EIU GENERAL COUNSEL