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Response Due Date: March 15, 2016
(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 7, 2016

From: Michael S. Marshall
Printed Name of Requester

Michael S. Marshall
Signature of Requester

Mailing Address:
30 Roley Estates
Sullivan, IL 61951

Telephone: (217)855-4064

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):

I would like to request the following information for every EIU employee that is a U.S. military Veteran and has been laid off during the 2015-2016 academic school year:

A single list with Name of employee, EIU Department, Branch of Military Service and Veteran Status

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 8 2016

EIU GENERAL COUNSEL