

Due 11-13-13

Robert Miller

From: John Downen <jrdowen@eiu.edu>
Sent: Thursday, November 07, 2013 4:29 PM
To: foiarequests@eiu.edu
Subject: FOIA Request

November 7, 2013
Robert L. Miller
General Counsel
600 Lincoln Avenue
Charleston, IL 61920

Dear Mr. Miller,

Pursuant to the state open records law, 5 Ill. Comp. Stat. 140/1 to 140/11.5, I write to request access to and a copy of all documents and contracts pertaining to complaint files filed in the Office of Civil Rights and Diversity beginning in 2012. Please provide the documents electronically. If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.

I agree to pay any reasonable copying and postage fees of not more than \$25. If the cost would be greater than this amount, please notify me. Please provide a receipt indicating the charges for each document.

As provided by the open records law, I will expect your response within five (5) working days. See 5 Ill. Comp. Stat. 140/3(c).

If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

Thank You,

John R. Downen
The Daily Eastern News
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Charleston, IL 61920

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