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Response Due Date: \_\_\_\_\_  
(for office use only)

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

Date: March 11, 2012

To: Robert L. Miller  
FOIA Officer/General Counsel  
Eastern Illinois University  
600 Lincoln Avenue  
Charleston, IL 61920  
Telephone: 217-581-7249  
Facsimile: 217-581-7989

From: Max L. Jones  
Printed Name of Requester

Mailing address:  
\_\_\_\_\_

Please type or print clearly.

Telephone number:  
\_\_\_\_\_

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: \_\_\_\_\_  
Address: \_\_\_\_\_

Description of requested record(s):

Information for Reginald H. Phillips DOB:

Graduation date, Degree(s), Minor(s), Major(s)

FORM MUST BE SIGNED.

Max L. Jones  
Signature of Requester

Records will be provided and fees charged according to the Illinois Freedom of Information Act. Pursuant to 5 ILCS 140/3(d), a response from the FOIA Officer will be provided within five business days. You will be notified if additional time is required to process your request.