

**Office of General Counsel/FOIA Officer**  
**Freedom of Information Act (FOIA) Request**  
**for Eastern Illinois University Records**

[Link to FOIA Form in pdf format](#)

Please fill in the spaces provided, print, sign, then clear form.	
<b>Send form to:</b> Robert L. Miller FOIA Officer/General Counsel Eastern Illinois University 600 Lincoln Avenue Charleston, IL 61920	<b>From:</b> J. Patrick Lee of Craig & Craig Mailing Address/Telephone
If you are an EIU employee, please indicate below the name and address of your department ONLY if you want the information to be sent there:	
<b>Give a brief description of the requested record(s):</b> All public records relating to the disciplinary proceedings against EIU Case No. _____, including but not limited to a copy of the audiotape or a disciplinary hearing conducted by the University Student Standards Board on _____, and a copy of the police report entered into evidence at said hearing relating to a _____ incident.	
 <b>Requester's Signature</b>	
<b>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.</b>	
<b>REMINDER: The request is incomplete unless signed.</b>	Reset

RECEIVED

MAY 7 2010

GENERAL COUNSEL  
 Eastern Illinois University