December 22, 2011

Eastern Illinois University Freedom of Information Act Officer Legal Affairs Department Office of the President 600 Lincoln Avenue Charleston IL 61920

Re: FOIA Request

Dear Sir or Madam:

Pursuant to the Freedom of Information Act (5 ILCS 140/), I hereby request copies of all records pertaining to the following for the period August 2011-present:

A complete listing of all positions on campus not presently covered by a collective bargaining agreement, including the names of individual employees holding these positions currently, the official job title and the functional job title.

I am requesting these records as a representative of UPI Local 4100, IFT, AFT, AFL-CIO.

I will expect a response within seven working days, as required by law. If my request is denied in whole or in part, I expect a detailed justification for withholding the records. I also request any segregable portions that are not exempt to be disclosed. If these documents could be provided in an electronic format, that would be very helpful.

Thank you for your prompt attention to this matter.

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Sincerely,

Ellie Sullivan President

RECEIVED

Received

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Office of the President Eastern Illinois University

DEC 3.8 2011