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Response Due Date: 4-23-14
(for office use only)

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

Date: March 26, 2014

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

From: Michael J Wilson
Printed Name of Requester

Signature of Requester

Mailing Address: _____

Telephone: _____

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):

Dear Mr. Miller,
Pursuant to the Freedom of Information Act, I hereby request copies of the following information.
A list of ALL University employees and their e-mail address. I would like these in electronic form (Excel) and also include each employees respective Department they work in. Thank you for your prompt response in this matter.

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 26 2014

CLEAR

EIU GENERAL COUNSEL