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or print clearly.

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

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

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

Date: 4/31/2014

From: Scot Chapman
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):

I write to request access to the first and last name, salary, full-time equivalency, number of pays, department, title, and date hired of all Eastern employees for the current (2013-2014) fiscal year. I request these records in a Microsoft Word document e-mailed to slchap5@gmail.com

RECEIVED

MAR 31 2014

EIU GENERAL COUNSEL

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.

CLEAR