

February 7, 2011

Robert L. Miller
General Counsel/Eastern Illinois University
600 Lincoln Ave
Charleston, IL 61920

Dear Mr. Miller ,

Pursuant to the state open records law, 5 Ill. Comp. Stat. 140/1 to 140/11.5 , I write to request access to and a copy of salaries for all full-time and part-time employees of Eastern Illinois University that is listed alphabetically (with first and last names) and that includes department/division, title, full-time equivalency (FTE), total length in months for each employee's annual contract, and total years of service at EIU that is sent digitally in a Microsoft Excel spreadsheet to both me at [redacted] and to Joe Gisondi at [redacted]. If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.

I agree to pay any reasonable copying and postage fees of not more than \$10. If the cost would be greater than this amount, please notify me. Please provide a receipt indicating the charges for each document.

As provided by the open records law [Freedom of Information Act], I will expect your response within five (5) working days. See 5 Ill. Comp. Stat. 140/3(c).

If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

Looking forward to receipt of the requested records within the five working days required by law. Thank you for your assistance.

Sincerely,

Chacour Koop

Chacour Koop

RECEIVED

FEB 8 2011

GENERAL COUNSEL
Eastern Illinois University