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Response Due Date: 8-31-15
(for office use only)

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

Date: August 24, 2015

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: Cathy L Kimball

Printed Name of Requester

Cathy L Kimball
Signature of Requester

Mailing Address:
304 North Logan Street

Oakland, IL

Telephone: 217-549-9875

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: Records Management
Building: Old Main Room: 2038

Description of requested record(s):

hire dates for employees in Administrative Assistant classification;
effective date the employee was placed in this classification

hire dates for "Office Manager" classification

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

AUG 24 2015

CLEAR

EIU GENERAL COUNSEL