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or print clearly.

Response Due Date: 9-4-15
(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: August 28, 2015

From: Cathy Kimball
Printed Name of Requester

Cathy L. Kimball
Signature of Requester

Mailing Address:
304 North Logan Street

Oakland, IL 61943

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 all employees in the clerical lines, with name and position number

- 1) Administrative Assistant
- 2) Administrative Aide
- 3) Office Administrator
- 4) Office Manager
- 5) Office Support Specialist

RECEIVED

AUG 28 2015

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