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or print clearly.

Response Due Date: 2-29-16  
(for office use only)

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

Date: February 22, 2016

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: Deanne Sheeley  
Printed Name of Requester  
  
Signature of Requester

Mailing Address:  
deanne.sheeley@gmail.com  
6280 Ridge Rd, Chanhassen, MN 55317  
Telephone: 612-804-9998

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):**

Respectfully requesting copy of Ross James', maintenance employee, training certificates listing and monies paid for such during his tenure at EIU. The purpose is to ensure fair and equitable treatment comparable to other members of the department.

Please advise cost of fees associated and method of preferred payment. Email copy is requested.

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

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FEB 22 2016

EIU GENERAL COUNSEL