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or print clearly.

Response Due Date: _____
(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: January 25, 2013

From: Richard Ives
Printed Name of Requester

Richard Ives
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): *We work with the Lincolnway Area schools and a member was injured while at EIU on approximately [redacted] at [redacted]. We are looking for the police report from the [redacted] incident. If there is a fee for this report please let us know. Thank you*

Records will be provided and fees charged according to the Illinois Freedom of Information Act. Pursuant to 5 ILCS 140/3(d), 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

FEB 4 2013

CLEAR

EIU GENERAL COUNSEL