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MAR 16 2012

Response Due Date:

(for office use only)

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

Date: March 11, 2012

To: Robert L. Miller  
FOIA Officer/General Counsel  
Eastern Illinois University  
600 Lincoln Avenue  
Charleston, IL 61920  
Telephone: 217-581-7249  
Facsimile: 217-581-7989

From: Max L. Jones  
Printed Name of Requester

Mailing address:  
\_\_\_\_\_  
\_\_\_\_\_

Please type or print clearly.

Telephone number:  
\_\_\_\_\_

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: \_\_\_\_\_  
Address: \_\_\_\_\_

Description of requested record(s):

Information for Hadley D. Phillips DOB: \_\_\_\_\_  
Graduation date, Degree(s), Minor(s), Major(s)  
\_\_\_\_\_

FORM MUST BE SIGNED.

*Max L. Jones*  
Signature of Requester

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 business days. You will be notified if additional time is required to process your request.