

Use tab key to complete  
or print clearly.

Response Due Date:

(for of use only)  
**RECEIVED**

**FREEDOM OF INFORMATION ACT (FOIA) REQUEST  
FOR EASTERN ILLINOIS UNIVERSITY RECORDS** JAN 9 2013

Date: 1/8/13

**EIU GENERAL COUNSEL**

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: Chacour Koop  
Printed Name of Requester

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):**

I write to request access to the first and last name, salary, full-time equivalency, number of pays, department, title and date hired of all Eastern employees for the current (2012-2013) fiscal year. I request these records in a Microsoft Excel document e-mailed to

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.

**CLEAR**