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FOIA Request

GENERAL COUNSEL
Eastern Illinois University

From : James Edwards

Fri, Jul 08, 2011 11:33 AM

Subject : FOIA Request

To : foiarequests@eiu.edu

July 8, 2011

To Whom It May Concern:

This is a request under the Illinois Freedom of Information Act (5 ILCS 140). Please note that this request is for a possible news story. The Better Government Association hereby requests that you provide us copies of the records identified and described below – or of records containing the information identified and described below:

· Any and all credit card statements from calendar years 2009, 2010, and 2011 that show expenditures by Eastern Illinois University administrators and staff.

Format: we prefer to receive records in an electronic format by email.

Please also provide any and all documentation related to such electronic records, including but not limited to data dictionaries, database documentation, record layouts, code sheets, data entry instructions, and similar printed or electronic documentation materials.

Please respond within 5 working days, as the Act provides, or notify me if "unusual" or "exceptional" circumstances apply (as the Act uses those terms). If you decide to withhold an exempt portion of any record, please release all other segregable parts. If you withhold any record or portion of a record, please specify which statutory exemptions are claimed for each withholding. Please separately state your reasons for not invoking your discretion, as the Act allows, to release the requested information. Please describe each record withheld, including its date and size (e.g., amount of electronic memory or number of paper pages). If there are any search, review, or duplication fees greater than \$25, inform me before you fill the request. But first please consider the Better Government Association's requests for fee reduction and fee waiver:

The Better Government Association is a 501(c)(3) tax-exempt charity, and therefore this request should be exempt from all fees for search and review.

In addition, the Better Government Association requests a waiver of all duplication fees for this request as permitted under the Act.

Please respond via email acknowledging receipt of this request. If you have any questions or comments, please contact me via email or phone.

Sincerely,

James Edwards

Better Government Association
