

## Public Records Request- Eastern Illinois University

**From :** Jeanine Fye

Wed, Jul 25, 2012 07:14 AM

**Subject :** Public Records Request- Eastern Illinois University

**To :** foiarequests@eiu.edu

To Whom it May Concern,

My name is Jeanine Fye and I work for National Education Services. I am writing to request information on all Employees<sup>1</sup> at Eastern Illinois University pursuant to Illinois Public Records. I would like to request the following information, preferably in a spreadsheet format:

- Employee's Full Name
- Building in which the employee works
- Position Held
- Employee's Email Address
- Home Mailing Address
- Salary

This information will be used for internal research purposes. I would like to receive the requested information in electronic format. However, any format available will be useful.

If you refuse to provide this information, please advise me in writing with particularity the reasons for your decision. If the exemption you are claiming only applies to a portion of the records, please delete that portion and provide me with the remainder of the records.

Please inform me of any fees that might be attached to received requested information before information is sent. If you anticipate that in order to satisfy this request, extensive use of information technology resources or extensive clerical assistance will be required, please provide a written estimate and justification.

If you have any questions or need more information in order to expedite this request, please email me at

**Thank you in advance for your help with this request and if there is a more appropriate contact for this inquiry, please let me know.**

<sup>1</sup> Any person employed by a college or university that is a part of the public sector. This encompasses all full-time, part-time, and salaried faculty and staff.

Regards,  
**Jeanine Fye**  
National Educational Services

**RECEIVED**

JUL 25 2012

**SIU GENERAL COUNCIL**