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GENERAL COUNSEL
Eastern Illinois University

Office of General Counsel/FOIA Officer

Freedom of Information Act (FOIA) Request

for Eastern Illinois University Records

[Link to FOIA Form in pdf format](#)

Please fill in the spaces provided, print, sign, then clear form.

Send form to:

Robert L. Miller
FOIA Officer/General Counsel
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

From:

Les Hyder

Mailing Address/Telephone

Department of Journalism

If you are an EIU employee, please indicate below the name and address of your department ONLY if you want the information to be sent there:

Department of Journalism (responsible for any charges)
Attn. Les Hyder

Give a brief description of the requested record(s):

- Minutes of all Student Publications Board meetings, including any executive meetings, FY 2004-2005 to present
- Bylaws and any other governing documents for Student Publications Board, beginning July 2004 and any revisions or amendments since then
- Position descriptions for all professional and non-student positions including but not limited to advisers who are Journalism faculty members receiving CUs, release time, compensation or other consideration (please identify if applicable), FY 2004-2005 to present
- Detailed criteria used to evaluate all advisers and others in full-time or professional positions and including names and status of those who participated in or submitted information used in each evaluation, FY 2004-2005 to present
- Detailed statements of all travel expenses and reimbursements to student media students, advisers and staff, paid from any Student Publications, restricted gifts account or other account, FY 2004-2005 to present
- Membership fees paid to professional or other organizations on behalf of or reimbursed to student media, student journalists, staff and faculty advisers, or others, FY 2004-2005 to present
- Number of students who comprised the staff of each student medium for each semester, FY 2004-2005 to present
- Detailed financial, travel and related documents and reports for MPI, ICCJA, ICPA and any other organizations in which Journalism faculty or Student Publications staff serve as officers, are a signatory for any university or financial institution account, and/or have any administrative, managerial and/or fiscal functions, responsibilities or accountability, July 1, 2004 to present

 July 6, 2011
Requester's Signature

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.

REMINDER: The request is incomplete unless signed.

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