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Response Due Date: 11-7-13  
(for office use only)

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

Date: 11/1/2013

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: Jack Cruikshank  
Printed Name of Requester

[Signature]  
Signature of Requester

Mailing Address:  
Charleston IL, 61920

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 request the names, salaries, titles, and dates of employment of all employees and officers of Eastern Illinois University. If costs to be accrued will be more than ten dollars, please suspend this this request and contact me before proceeding. I have no preference as to delivery method; if electronic is easier, please deliver to [jdcruikshank@eiu.edu](mailto:jdcruikshank@eiu.edu).

**RECEIVED**

Records will be provided and fees charged according to the Illinois Freedom of Information Act. Pursuant to 5 ILCS 140/6, 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.

EIU GENERAL COUNSEL

**CLEAR**