

September 27, 2012

Robert L. Miller
General Counsel
600 Lincoln Ave.
Charleston, IL 61920

Dear Mr. Miller,

Pursuant to the state open records law, 5 Ill. Comp. Stat. 140/1 to 140/11.5, I write to request access to and a copy of the names (first and last), city of residence (both primary and secondary), job title, contract type (full-time equivalency), salary (yearly and monthly), date hired, and department of all faculty at Eastern Illinois in a digital Microsoft Excel spreadsheet emailed to _ _

If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.

I agree to pay any reasonable copying and postage fees of not more than \$50. If the cost would be greater than this amount, please notify me. Please provide a receipt indicating the charges for each document.

As provided by the open records law, I will expect your response within five (5) working days. See 5 Ill. Comp. Stat. 140/3(c).

If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

Thank you for your assistance.

Sincerely,

Chacour M Koop

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SEP 27 2012
ILLINOIS GENERAL COUNSEL