

RECEIVED

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JAN 29 2013

Response Due Date:

(for office use only)

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

Date: 1/29/13

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: Susan L. Ray

Printed Name of Requester

Susan L. Ray  
Signature of Requester

Mailing Address: \_\_\_\_\_

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: Union Ticket Office  
Building: MLK, Jr. University Union Room: 2715

**Description of requested record(s):**

I would like to request the entire contents of the complaint files, dated September 18, 2012 through October 19, 2012 that pertain to \_\_\_\_\_, from the Office of Civil Rights and Diversity. I am requesting that this file contain the informational statement typed by Heather Drago.

I would also like to request the Complaint Intake Form filed on October 10, 2011 by \_\_\_\_\_ for alleged acts of retaliation by \_\_\_\_\_

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 (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.

CLEAR