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or print clearly.

Response Due Date: 2-24-16  
(for office use only)

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

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

Date: 2/17/2016

From: Stacy Smith  
Printed Name of Requester

Stacy Smith  
Signature of Requester

Mailing Address: PO Box 213

Humboldt, IL 61931

Telephone: 217-294-2885

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: Admissions  
Building: Old Main Room: 1230

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

Hire dates for all employees in the clerk series which includes name and position number; effective date the employee was placed in the classification

- 1) Clerk Assistant
- 2) Clerk
- 3) Chief Clerk
- 4) Staff Clerk
- 5) Administrative Clerk

**RECEIVED**

FEB 17 2016

**EIU GENERAL COUNSEL**

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.

**CLEAR**