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Response Due Date: _____
(for office use only)

EIU GENERAL COUNSEL

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

Date: 1/15/13

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: Chacour Koop
Printed Name of Requester

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: _____
Building: _____ Room: _____

Description of requested record(s):

I write to request a copy of the contract between Connexions Media Group and Eastern Illinois University for the recently installed information display boards. I wish to receive them as a Portable document file (PDF) in an email sent to

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