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## FREEDOM OF INFORMATION REQUEST

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Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Certification Requested? Yes or No \_\_\_\_\_ Signature \_\_\_\_\_

Description of Records Requested:

**Library Response:**

*For Library Personnel to complete*

Approved

- The documents are enclosed
- The documents will be made available upon payment of copying costs
- You may inspect records (location and date):

Denied

- The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.
- The materials requested are exempt under Section 7\_\_\_ of the Freedom of Information Act for the following reasons:
- Request delayed, for the following reasons (in accordance with 3(d) of the Freedom of Information Act and you will be notified by \_\_\_\_\_ (date) as to the action taken on your request:

The information required by this form is mandatory in order to comply with 5 ILCS 140/1.  
Failure to so provide may result in this form not being processed.

FOIA Officer \_\_\_\_\_

Signature and Date \_\_\_\_\_