

# Freedom of Information Act Request

Name	Date
Email	Phone
Address	
Certification Requested? Yes or No	Signature
<div style="border: 1px solid black; height: 40px;"></div>	

Description of Records Requested

Downloaded and completed form can be emailed to [foia@papl.info](mailto:foia@papl.info).

**Library Response:** *For Library Personnel to Complete*

Approved	<input type="checkbox"/> The documents are enclosed <input type="checkbox"/> The documents will be made available upon payment of copying costs <input type="checkbox"/> You may inspect records (location and date):
Denied	<input type="checkbox"/> 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 <input type="checkbox"/> The materials requested are exempt under Section 7__ of the Freedom of Information Act for the following reason(s):  <input type="checkbox"/> Request delayed, for the following reason(s) (in accordance with 3(d) of the Freedom of Information Act and you will be notified by the date provided 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
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