

CODE: 3343
SECTION: Library Services
SUBJECT: Freedom of Information Act
Request Form

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Requestor's Name (or business name, if applicable)		Date of Request	Phone Number
Street Address, City, State, Zip Code			
Description of records requested: _____ _____			
_____ Certification requested? ____ Yes ____ No			
Library Response (Requestor does not fill in below this line)			
A P P R O V E	<input type="checkbox"/> The documents requested are enclosed.		
	<input type="checkbox"/> The documents will be made available upon payment of copying costs \$_____.		
	<input type="checkbox"/> You may inspect the documents at _____ on the date of _____.		
D E N Y	<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 reasons: _____ -Individual(s) that determined request to be denied: _____		
D E L A Y	<input type="checkbox"/> Request delayed, for the following reasons (in accordance with Section 3(d) of the Freedom of Information Act): _____ _____		
	<input type="checkbox"/> You will be notified by the date of _____ 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		Date of Reply	

ADOPTED: 3/16/2009

AMENDED: 8/16/2016

REVIEWED: 8/16/2016

REFERENCE: Illinois Freedom of Information Act, 5 Illinois Compiled Statutes 140/1 et. seq.