

Park Forest Public Library Freedom of Information Request Form

Requestor's name _____

Date of request _____

Phone number _____

Street address _____

City, State & Zip _____

Description of records requested _____

Is the reason for this request a "commercial purpose" as defined in the Act? _____

Library Response – Requestor does not fill below information

Your documents are enclosed

You may inspect the records at _____

on the date _____

The documents will be made available upon payment of copying costs of \$ _____

For "commercial requests" only: the estimated time of when the documents will be

available is _____, at the prepaid costs \$ _____.

The request creates an undue burden on the public body in accordance with Section 3(g) 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 _____

Individuals that determined request to be denied and title: _____

In the event of a denial, you have the right to seek review by the Public Access Counselor at (877) 299-3642 or 500 S. Second St., Springfield, IL 62701. Public.access@ilag.gov

Or you have the right to judicial review under section 11 of FOIA.

Request delayed, for the following reasons in accordance with 3(e) of the FOIA: _____

You will be notified by the date of _____ as to the action taken on your request.

Note: This form cannot be mandatory under FOIA, but it is preferred.

Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer _____ Date of Reply _____