

Flossmoor Public Library Freedom of Information Request

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address		Certification requested: Yes <input type="checkbox"/> No <input type="checkbox"/>
City	State	Zip
Description of Records Requested:		
Is the reason for this request a "commercial purpose" as defined in the Act? ____ Yes ____ No		

Library Response (Requestor does not fill in below this line)

Approved	<p>() The documents you requested are enclosed.</p> <p>() You may request the records at _____ on the date of _____.</p> <p>() The documents will be made available upon payment of copying costs of \$_____.</p> <p>() For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.</p>
Denied	<p>() The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act. We are unable to negotiate a more reasonable request.</p> <p>() The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:</p> <p>_____</p> <p>Individuals that determined request to be denied and title</p> <p>_____</p> <p>In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second Street, Springfield, IL 62705 OR you have the right to judicial review under Section 11 of FOIA</p> <p>() 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 this request.</p> <p style="text-align: center;">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.</p>

FOIA Officer	Date of Reply
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