

**Fox River Valley Public Library District
Freedom of Information Request**

Requestor's Name (or business name, if applicable)		Date of Request	Phone Number
Street Address		Certification Requested: _____ Yes _____ No	
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)			
<p>Approved</p> <p>() The documents requested are enclosed.</p> <p>() You may inspect 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>			
<p>Denied</p> <p>() 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.</p> <p>() The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____</p> <p>Individual(s) that determined request to be denied and title: _____</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 St., 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 your request.</p>			
FOIA Officer		Date of Reply	

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in unnecessary delays in processing.