

**River Forest Public Library
Freedom of Information Act Request**

Date of request _____

Requestor's Name (or business name, if applicable) _____

Phone Number _____ Email address _____

Street Address _____

City _____ State _____ Zip _____

Certification Requested: () Yes () No

Description of Records Requested

Is the reason for this request a "commercial purpose" as defined in the Act? () Yes () No

**The information required by this form is MANDATORY in order to comply with 5 ILCS 140/1.
Failure to use it may result in the request not being properly or promptly processed.**

Library Response (*requestor does not fill below this line*)

- A () The documents requested are enclosed.
- P () The documents will be made available upon payment of paper copying costs of
- P \$ _____, or electronic copying costs of the actual cost of the electronic medium.
- R () You may inspect the records at River Forest Public Library on the date of _____.
- O () You may obtain this material either in the paper format if paying the costs above, or you
- V may obtain it in the electronic format in which it is maintained (_____ format).
- E () For "commercial requests" only; the estimated time of when the documents will be
- D available is _____, at the prepaid costs stated above.

- D () The request creates an undue burden on the public body in accordance with Section 3(g)
- E of the Illinois Freedom Act, and we are unable to negotiate a more reasonable request.
- N You have the opportunity to confer with the FOIA Officer to reduce the request to
- I manageable proportions.
- E () The materials requested are exempt under Section 7 ____ of the Illinois Freedom of
- D Information Act for the following reasons:

Individual 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 (217) 588-0486, publicaccess@atg.state.il.us. Or 500 S. 2nd Street, Springfield, IL 62705. You have the right to judicial review under Section 11 of the Act.

() Request delayed for the following reason(s) in accordance with 3(e) of the Illinois Freedom of Information Act:

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

FOIA Officer _____ Date of Reply _____