

Roselle Public Library District

Freedom of Information Act Request Form

A. Requestor Section:

1. Requestor's Name or Business Name: _____

2. Date of Request: _____ 3. Phone Number: _____

4. Email Address: _____

5. Street Address: _____

6. City, State, Zip: _____

7. Document Certification Requested? Additional fees may apply. Yes No

8. Description of Records Requested:

9. Is This Request for a Commercial Purpose (as defined in the Act)? Yes No

B. FOIA Officer Response Section:

Responsive documents are enclosed.

No responsive documents exist.

Requestor may inspect records at the Library’s Administrative Office on: _____

Documents will be made available upon payment of copying/certification fees of \$ _____

For a commercial request: the estimated time of when the documents will be available is: _____, at the prepaid costs stated above.

Denied - 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.

Denied - The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons:

Delayed - The request is delayed for reasons in accordance with section 3[e] of the Freedom of Information Act. You will be notified by the date of _____ as to the action taken on your request.

If this request is denied or delayed, the individual (s) that determined the request to be denied are:

Name & Title: _____

In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 Second St. Springfield, IL 62705 or you have the right to judicial review under section 11 of the Freedom of Information Act.

FOIA Officer Signature

Date