

**FOIA Request Form**

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

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

|          |  |
|----------|--|
| Approved | <input type="checkbox"/> The documents requested are enclosed.<br><input type="checkbox"/> You may inspect the records at _____ on date of _____.<br><input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____.<br><input type="checkbox"/> For <b>"commercial requests" only</b> : the estimated time of when the documents will be available is _____, at the prepaid costs stated above.  |
| Denied   | <input type="checkbox"/> 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.<br><input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____<br><hr/> Individual(s) that determined request to be denied and title: _____<br><hr/> 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.<br><input type="checkbox"/> 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.

FOIA Officer \_\_\_\_\_

Date of Reply \_\_\_\_\_

1 "Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

2 In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.