

Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ www.richtonparklibrary.org

"Enriching the Lives of the Community Through a Good Library Experience"

Personnel Policy Appendix 2.5a Freedom Of Information Act (FOIA) Request Form
Patron Services Policy Appendix B1a: Freedom of Information Request Form

Date of Request: _____ Phone: _____

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

Street Address _____
(City/State/Zip) _____

Certification requested: Yes _____ No _____

Description of Records Requested:

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

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- The documents requested are enclosed.
- You may inspect the records at _____ on the date of _____.
- The documents will be made available upon payment of copying costs of \$_____.
- For "commercial requests" only:** the estimated time of when the documents will be available is _____, at the prepaid costs stated above.

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

Individual that determined request to be denied name and 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 S. Second St., Springfield, IL 62705
Or you have the right to judicial review under section 11 of FOIA.

- 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. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer: _____

Date of Reply: _____