

**ROLLING MEADOWS LIBRARY
FREEDOM OF INFORMATION REQUEST**

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred.

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)

APPROVED

- 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.

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

- Individual(s) 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 217-558-0486 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.

FOIA Officer	Date of Reply
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