

Frank Bertetti Benld Public Library

Freedom Of Information Request Form

Date of request _____

Requester Name _____

Address _____

City _____

Phone _____

Certification requested? YES NO

Description of record(s) requested, use the reverse as needed:

Is the reason for this request a commercial purpose as defined in the act? YES NO

Library Response

Documents are enclosed

You may inspect the requested information at _____ on the dates of _____

The documents will be made available upon payment of copying costs in the amount of \$ _____.

For commercial purposes only, the estimated time if when the documents will be available is _____ with the prepaid costs above.

The request creates an undue burden on the public body in accordance with section 3 (g) of the FOIA, and we are unable to negotiate a more reasonable request.

The materials requested are exempt under section 7 ____ of the FOIA for the following reason:

Individual(s) that determined request be denied and their titles(s):

In the event of a denial, you have the right to seek review by the Illinois Public Access Counselor at (312) 814-5526, or (877) 299-3642 or 500 South Second Street, Springfield, IL 62705. Or you have the right to a judicial review under section 11 of FOIA.

Request delayed, for the following reasons, in accordance with section 3(e) of FOIA: _____ you will be notified by the date of _____

As to action taken on your request.

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FOIA officer:

Date of reply:
