

**Schaumburg Township District Library  
Freedom of Information Act Request**

Date of Request \_\_\_\_\_

Requestor's Name *(or business name, if applicable)* \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Certification Requested:     Yes     No

Description of Records Requested  
\_\_\_\_\_  
\_\_\_\_\_

Is the reason for this request a "commercial purpose" as defined in the Act?     Yes     No

**The information required by this form is MANDATORY in order to comply with 5 ILCS 140/1. Failure to use it may result in the request not being properly or promptly processed.**

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

- A        The documents requested are enclosed.
- P        The documents will be made available upon payment of paper copying costs of
- P               \$ \_\_\_\_\_, or electronic copying costs of the actual cost of the electronic medium.
- R        You may inspect the records at \_\_\_\_\_ on the date of \_\_\_\_\_.
- O        You may obtain this material either in the paper format if paying the costs above, or you
- V               may obtain it in the electronic format in which it is maintained (\_\_\_\_\_ format).
- E        **For "commercial requests" only:** the estimated time of when the documents all be
- D               available is \_\_\_\_\_, at the prepaid costs stated above.

D        The request creates an undue burden on the public body in accordance with Section 3(g)

E               of the Illinois Freedom of Information Act, and we are unable to negotiate a more

N               reasonable request. You have the opportunity to confer with the FOIA Officer to reduce

I               the request to manageable proportions.

E        The materials requested are exempt under Section 7 \_\_\_ of the Illinois Freedom of

D               Information Act for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_

Individual that determined request to be denied and title: \_\_\_\_\_

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In the event of a denial, you have the right to seek review by the Public Access Counselor at (217)558-0486, [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us), or 500 S. 2<sup>nd</sup> Street, Springfield, IL 62705. You have the right to judicial review under section 11 of the Act.

( ) Request delayed for the following reason(s) in accordance with 3(e) of the Illinois Freedom, of Information Act:

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You will be notified by the date of \_\_\_\_\_ as to the action taken on your request.

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

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