

FREEDOM OF INFORMATION REQUEST

Use of this form is optional but may help expedite the Library's response to a request.

Date of Request: _____

Requester's Name (of business/organization name if applicable):

Phone Number: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Description of Records Requested (attach additional pages if necessary):

Certification requested: Yes _____ No _____

Library Response

(Requestor does not fill in below this line)

Request Received by: _____

Date Received: _____

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 cost \$ _____

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:

- 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: _____