# NORMAL PUBLIC LIBRARY

**FREEDOM OF INFORMATION REQUEST**

<table>
<thead>
<tr>
<th>Requestor’s Name (or business name, if applicable)</th>
<th>Date of Request</th>
<th>Phone number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Certification requested:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>_____ Yes _____ No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**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)**

A

P

P

R

O

V

E

D

( ) 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.

D

E

N

I

E

D

( ) 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.

**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.

<table>
<thead>
<tr>
<th>FOIA Officer</th>
<th>Date of Reply</th>
</tr>
</thead>
</table>