

**ROLLING PRAIRIE LIBRARY SYSTEM
FREEDOM OF INFORMATION REQUEST**

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	<input type="checkbox"/>	The documents requested are enclosed.	
	<input type="checkbox"/>	You may inspect the records at _____ on the date of _____.	
	<input type="checkbox"/>	The documents will be made available upon payment of copying costs of \$_____.	
	<input type="checkbox"/>	For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
DENIED	<input type="checkbox"/>	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.	
	<input type="checkbox"/>	The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____	
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.			
DELAYED	<input type="checkbox"/>	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