

**PARIS CARNEGIE PUBLIC LIBRARY FREEDOM OF INFORMATION REQUEST**

DATE/TIME RECEIVED:

RESPONSE DEADLINE:

EXTENSION:

Requestor's Name (or business name, if applicable) number	Date of Request	Phone
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		
<b><i>Library Response (Requestor does not fill in below this line)</i></b>		
<b>A P P R O V E D</b>	<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"/> <b>For "commercial requests" only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
<b>D E N I E D</b>	<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: _____ _____ 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. <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.	
<b>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.</b>		

FOIA Officer	Date of Reply
--------------	---------------