

# 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: \_\_\_\_\_