**Appendix I:**

**ATHENS MUNICIPAL LIBRARY**

**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)***

A ( ) The documents requested are enclosed.

P ( ) You may inspect the records at

P on the date of .

R ( ) The documents will be made available upon payment of copying costs of

O $ .

V

E ( ) **For “commercial requests” only:** the estimated time of when the documents

D will be available is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the prepaid costs stated above.

 ( ) 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.

D ( ) The materials requested are exempt under Section 7 of the

E Freedom of Information Act for the following reasons:

N

I

E Individual(s) that determined request to be denied and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D \_\_\_\_\_\_ .

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.**

FOIA Officer Date of Reply