

Rolling Meadows Library  
Freedom of Information Request

Requester's Name (or business name, if applicable)	Date of Request	Phone Number
Street Address	Certification requested: <div style="text-align: center;">Yes <span style="margin-left: 100px;">No</span></div>	
Description of Records Requested: <hr/> <hr/> <hr/>		
Is the reason for this request a "commercial request" as defined in the Act? <span style="float: right;">Yes <span style="margin-left: 50px;">No</span></span>		
Library Response <span style="float: right;">(Requester does not fill in below this line)</span>		
A P P R O V E D	<input type="checkbox"/> 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.	
D E N I E D	<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. 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.	
FOIA Officer	Date of Reply	