Manteno Public Library District
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 P P R O V E D	( ) 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 costs of $_____. ( ) **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	( ) 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 titled: _____ _____ 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

Approved: April 15, 2014