



REQUEST FOR COPIES OF PUBLIC RECORDS UNDER THE FREEDOM OF INFORMATION ACT

Date _____ Time _____ Case No. _____

The information sought will not be used as part of any solicitation on behalf of either a profit or not for profit entity.

Print Name _____ Signature _____ Phone _____
Address _____
Type of Request: Oral _____ Written _____
Records Requested: _____

Action Taken:

_____ **Compliance with Request.** The documents will be available upon a copy cost of _____
You may inspect the records on (date) _____

_____ **Unable to comply within seven (5) working days for the following reason(s):**

- _____ Requested records are kept in another location
- _____ Request involves a large number of records
- _____ Request involves an extensive search
- _____ Records cannot be located – search continues
- _____ Records may be exempt – further review required
- _____ Compliance in (5) days would be unduly burdensome
- _____ Need for consultation with another public body
- _____ Records will be made available by (date) _____

_____ **Partial compliance.** Pursuant to section 8 of the Illinois Freedom of Information Act, certain Material contained within the original request has been deleted or omitted because the material is exempt from disclosure under the following provisions of the act (section 7).

_____ **Request denied.** Reason for denial:

- _____ Disclosure prohibited by state or federal law
- _____ Disclosure would result in a clearly unwarranted invasion of personal privacy
- _____ The sole purpose of the request is to further a commercial purpose
- _____ The request is too broad and compliance would disrupt the duly undertaking work of the city.
- _____ The records requested are specifically exempt under the following provision(s) of the Illinois Freedom of Information Act _____
- _____ City has no such records.

Police Dept. Records
Person responsible to deny request: Chief of Police
 By: _____, Records Section
APPEAL: YOU ARE HEREBY NOTIFIED THAT YOU HAVE THE RIGHT TO APPEAL THIS DECISION TO THE CITY ADMINISTRATOR WHO WILL MAKE A DECISION TO EITHER AFFIRM THE DENIAL OF DISCLOSURE OR TO ALLOW DISCLOSURE WITHIN SEVEN (7) WORKING DAYS AFTER NOTICE OF APPEAL IS FILED. SUCH NOTICE OF APPEAL MUST BE FILED WITHIN FOURTEEN (14) WORKING DAYS OF NOTIFICATION OF DENIAL. IF THE DECISION TO DENY THE REQUEST IS AFFIRMED, YOU HAVE THE RIGHT TO APPEAL THIS DECISION TO THE CIRCUIT COURT OF COOK COUNTY.

City Hall Records
Person responsible to deny request: Anne Marrin, City Administrator By: _____
APPEAL: YOU ARE HEREBY NOTIFIED THAT YOU HAVE THE RIGHT TO APPEAL THIS DECISION TO THE CIRCUIT COURT OF COOK COUNTY WITHIN FOURTEEN (14) WORKING DAYS OF NOTIFICATION OF DENIAL.

Date Recvd _____

Date Responded _____ Cost of Copies _____ (First 50 pages free, \$.15/ every page over 50)