ELA AREA PUBLIC LIBRARY
FREEDOM OF INFORMATION REQUEST

<table>
<thead>
<tr>
<th>Requestor’s Name (or business name, if applicable)</th>
<th>Date of Request</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>Certification requested:</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>_____ Yes</td>
<td>_____ No</td>
</tr>
<tr>
<td>State</td>
<td>Zip</td>
<td></td>
</tr>
</tbody>
</table>

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)

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( ) 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 ________________.

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( ) 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: ____________________________

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