



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 _____
Email _____
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 five (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: 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)