Poplar Creek 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 ☐		

PCPLD Response (Requestor does not fill in below this line)

Approved	☐ The requested documents are enclosed. ☐ Pick up requested 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.
Denied	☐ The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act. ☐ 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: Individuals 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 Street, 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 this 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:

_____ _____