



Mattoon Public Library
Freedom of Information Request

Requestor's Name (or business name): _____

Phone #: _____ Date of Request: _____

Address: _____

Certification requested: Yes No

Description of Records Requested:

Library Response (Requestor Does not fill in below this line.)

Approved

- The documents requested are enclosed.
- The documents will be made available upon payment of copying costs \$_____.
- You may inspect the records at _____ on the date of _____.

Denied

- The request creates an undue burden on the public body in accordance with Section 3(f) 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: _____

 - o Individual(s) that determined request to be denied: _____
- Request delayed, for the following reasons (in accordance with 3(d) of the FOIA): _____
You will be notified by the date of _____ as to the action taken on your request.

The information required by this form is MANDATORY in order to comply with 5 ILCS 140/1. Failure to so provide may result in this form not being processed.

FOIA Officer: _____ Date of Reply: _____