

NAPERVILLE PUBLIC LIBRARY REQUEST FORM

Requestor's Name (or business name, if applicable)		Date of Request	Phone number
Street Address		Copy? (\$.10/page)	Certification requested? (\$1.00/document)
		Inspection only?	
City	State	Zip	
Description of Records Requested: _____ _____ _____ _____			
Signature of Requestor: _____			

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

A P P R O V E D	<input type="checkbox"/>	The documents you requested are enclosed.
	<input type="checkbox"/>	The documents will be made available upon payment of copying costs \$ _____.
	<input type="checkbox"/>	You may inspect the records at _____ on the date of _____
D E N I E D	<input type="checkbox"/>	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.
	<input type="checkbox"/>	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: _____
	<input type="checkbox"/>	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.
	<input type="checkbox"/>	This action may be appealed to the Library Director in writing within 14 working days, that is no later than _____.
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
--------------	---------------