

# FREEDOM OF INFORMATION REQUEST

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Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date / Time of Incident: \_\_\_\_\_ Case Number: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

I am requesting the following record(s) for inspection / copying:

I wish to receive a certified copy of the requested record(s).

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## RESPONSE TO REQUEST

Date of Compliance with

Request: \_\_\_\_\_ By: \_\_\_\_\_

We are extending the time for response to your request for an additional five ( 5 ) business days under Section 140/3(d) of the FOIA due to:

1. The records you have requested are stored in whole or in part at other locations than the office having charge of the requested records.
  2. Your request requires the collection of a substantial amount of records.
  3. The request is couched in categorical terms and requires an extensive search for records responsive to your request.
  4. The requested records have not been located in the course of a routine search and additional efforts are being made to locate.
  5. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt for disclosure under Section 7 of the Freedom of Information Act, or should be revealed with appropriate deletions.
  6. The request for records cannot be complied within the time limits prescribed, without being unduly burdening or interfering with the operations of the Sheriff's Office.
  7. There is a need for consultation, which shall be conducted at all practical speed, with another public body or among two or more components of the public body have a substantial interest in the determination or subject matter of the request.
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We estimate the records requested will be available by: \_\_\_\_\_

Date of Time Extension: \_\_\_\_\_

By: \_\_\_\_\_

Your request is “unduly burdensome” and is denied. Responding to this request will disrupt the duly undertaken work of this department. We have extended the opportunity to you to confer with us in an attempt to reduce the request to manageable proportions and you failed to do so. The reasons this request is “unduly burdensome” and the extent to which it is are:

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The following information requested is exempt from inspection, copying or disclosure under Section 7 of the Act for the following reasons:

Date of Denial of Request: \_\_\_\_\_

By: \_\_\_\_\_

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**RIGHT TO APPEAL:**

If your request for record(s) has been denied, in whole, or in part, you have the right to appeal this decision in writing to the Illinois Attorney General, Public Access Counselor.