

**River Valley District Library  
Freedom of Information Request Form**

\*Request Date \_\_\_\_\_

\*Requestor's Name (or business if applicable) \_\_\_\_\_

\*Street Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_

\*Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_

\*Description of Records Requested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Inspection Only \_\_\_\_\_ Copy Records \_\_\_\_\_ Certify Records \_\_\_\_\_

**For Library Use Only**

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

- ( ) 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Individual/s that determined denial is/are: \_\_\_\_\_  
\_\_\_\_\_

- ( ) 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 the request not being processed.**

FOIA officer \_\_\_\_\_ Date of Reply \_\_\_\_\_