



LaSalle Public Library

www.lasalle.lib.il.us

305 Marquette Street ♦ LaSalle, Illinois 61301 ♦ Phone (815) 223-2341 ♦ Fax (815) 223-2353
 Hours: Mo. & We. 9 a.m. - 6 p.m. ♦ Tu & Th 9 a.m. - 8 p.m. ♦ Fri & Sa 9 a.m. - 5 p.m.

**FREEDOM OF INFORMATION REQUEST FORM
 LASALLE PUBLIC LIBRARY**
*This form is provided as a convenience to the requestor, and is not required.
 The Library will respond to any request submitted in writing*

	DATE:			
REQUESTOR NAME (or business name if applicable):				
REQUESTOR'S NAME ADDRESS & PHONE #				
Street Address	City	State	Zip	
Phone #				
CERTIFICATION REQUESTED?				
	YES			
	NO			
DESCRIPTION OF RECORDS REQUESTED (please be as detailed as possible)				
Is the reason for this request a "commercial purpose as defined in the Act?"				
	YES			
	NO			

Library Response – Requestor does not fill in below this line	
APPROVED	The documents you requested are enclosed.
	You may inspect the records at _____ on the date of _____
	The documents will be made available upon payment of copying costs \$_____
	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, 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 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 St., 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 your 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