



## FOIA Request Form

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

For Commercial Use:

Yes  No

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purpose without disclosing that it is for a commercial purpose. 5 ILCS 140.3.1(c).)

Request Submitted By  E-mail  U.S. Mail  In Person

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Records Requested: Provide as much specific detail as possible including name, date, booking, and case number

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### Office Use

Date of compliance with request: \_\_\_\_\_ By: \_\_\_\_\_

We are extending the time for response to your request for an additional 5 working days under section 140/3(d) of the Act due to: (i-vii)

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We estimate the records will be available by: \_\_\_\_\_ Date of extension notification: \_\_\_\_\_ By: \_\_\_\_\_

Your request is "unduly burdensome" and is denied under Section 5ILCS 140/3(g). 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 have failed to do so. The reasons for this request is unduly burdensome and the extent to which it is/are: (describe reasons and extent) \_\_\_\_\_

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The following information requested is exempt from inspection, copying, or disclosure under the Act:

Section 7(1)(b) Exemption: Private Information (i.e. Social Security Numbers, Medical Records, Driver's License Numbers)

Section 7(1)(c) Exemption: Personal Information (i.e. Date of Birth, Race, Victim's Name, and Information)

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

You have a right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General, 5 ILCS 140/9.5(a). You can file your request for review with the PAC by writing to:

Public Access Counselor Office of the Attorney General 500 South 2<sup>nd</sup> Street Springfield, IL 62706 Fax: 217/782-1396

E-mail: [public.access@ilag.gov](mailto:public.access@ilag.gov)

You also have the right to seek judicial review of your denial by filing a lawsuit in the State Circuit Court. 5ILCS 140/11.

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

Requests may be submitted in person or via email to [jailfoia@lasallecountyil.gov](mailto:jailfoia@lasallecountyil.gov)