

RIVERDALE PUBLIC LIBRARY
Freedom of Information Request Form

NAME

STREET ADDRESS

CITY STATE ZIP

_____(_____)_____
DAYTIME TELEPHONE NUMBER DATE

This is a request under the **Freedom of Information Act** (*Public Act 96-0542*). I am writing to request a copy of:

(Give a clear description of what you want, including as much identifying information as possible. If possible, enclose a copy of a news account or government report concerning the information).

I am prepared to pay reasonable costs for locating the requested file and reproducing it. *Public Act 96-0542* does provide, however, that you reduce or waive fees if it "is in the public interest because furnishing the information can be considered as primarily benefitting the public." I AM AM NOT requesting a waiver under the aforementioned provision. (PLEASE ONE)

If the fees will exceed \$_____, I request permission to review the records that are responsive to this request and to select those I want copied.

If you have any questions regarding this request, please telephone me at the above number. As provided in the **FOIA**, I will expect a reply within 5 business days.

This request IS IS NOT for commercial use. (PLEASE ONE)

Sincerely yours,

YOUR NAME

YOUR TITLE (IF WRITING ON BEHALF OF AN ORGANIZATION)

Please note: **Freedom of Information Request** must appear on outside of envelope!

----- BELOW FOR LIBRARY USE ONLY -----

DATE RECEIVED BY LIBRARY: ____/____/____