**Section 876.APPENDIX A Response Forms**

I. REQUEST FOR PUBLIC RECORDS

|  |  |  |  |
| --- | --- | --- | --- |
| TO: |  | FROM: |  |
|  | FOI OFFICER |  | NAME |
|  |  |  |  |
|  | Division |  | ADDRESS |
|  | Department of Energy and Natural Resources |  |  |
|  |  |  |  |
|  | 325 W. Adams, Floor 3 |  |  |
|  | Springfield, IL 6206 |  | PHONE NUMBER |
| DESCRIPTION OF REQUESTED RECORD(S): |
| Please indicate if you wish to inspect the above captioned records or wish a copy of them:  |
| [ ]  Inspection | [ ]  Copy | [ ]  Both |
| Do you wish to have copies certified? [ ]  Yes [ ]  No |
|  |
| FOR OFFICE USE ONLY: |
|  |  |  |
| Date Received |  | Date Response Due |
| Notations or Oral Communications or Other Items. |

II. APPROVAL OF REQUEST FOR PUBLIC RECORDS

|  |  |  |  |
| --- | --- | --- | --- |
| TO: |  | FROM: |  |
|  | NAME |  | FOI OFFICER |
|  | ADDRESS |  | Division Department of Energy and Natural Resources325 W. Adams, Floor 3Springfield, IL 62706 |
|  |  |  |  |
|  | PHONE NUMBER |  |  |
| DESCRIPTION OF REQUESTED RECORD(S)  |
| Your request dated \_\_\_\_\_\_\_\_\_\_\_\_\_ for the above captioned records has been approved. |
| [ ]  | The documents you requested are enclosed. |
| [ ]  | The documents will be made available upon payment of copying costs in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| [ ]  | You may inspect the records at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  |  |  |
| FOI Officer |  | Date |

III. DENIAL OF REQUEST FOR PUBLIC RECORDS

|  |  |  |  |
| --- | --- | --- | --- |
| TO: |  | FROM: |  |
|  | NAME |  | FOI OFFICER |
|  | ADDRESS |  | Division Department of Energy and Natural Resources325 W. Adams, Floor 3Springfield, IL 62706 |
|  |  |  |  |
|  | PHONE NUMBER |  |  |
| DESCRIPTION OF REQUESTED RECORD(S) |
| Your request dated \_\_\_\_\_\_\_\_\_\_\_ for the above captioned records has been denied. |
|  |
| [ ]  | The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we were unable to negotiate a more reasonable request. |
| [ ]  | The materials requested are exempt under Section 7\_\_\_\_ of the Freedom of Information Act of the following reasons: |
| The individuals who have reached the determination that the records you have requested are to be denied are: |
| 1. | (Name and Title) |
| 2. | (Name and Title) |
| You have the right to appeal the denial of the records you have requested to the Director of this Department by submitting a written notice of appeal to:DirectorDepartment of Energy and Natural Resources325 W. Adams, Floor 3, Springfield, IL 62706ATTN: FOIA Appeal |
| In submitting your notice of appeal, you should include copies of your original request and this denial, and state any reasons why your appeal should be granted. |
|  |  |  |
| FOI Officer |  | Date |

IV. PARTIAL APPROVAL OF REQUEST FOR PUBLIC RECORDS

|  |  |  |  |
| --- | --- | --- | --- |
| TO: |  | FROM: |  |
|  | NAME |  | FOI OFFICER |
|  | ADDRESS |  | Division Department of Energyand Natural Resources325 W. Adams, Floor 3Springfield, IL 62706 |
|  |  |  |  |
|  | PHONE NUMBER |  |  |
| DESCRIPTION OF REQUESTED RECORD(S) |
| Your request dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the above captioned records has been partially approved. Those parts of your request which have been approved: |
| [ ]  | are enclosed. |
| [ ]  | will be made available upon payment of copying costs in the amount of \_\_\_\_\_\_\_\_\_. |
| [ ]  | may be inspected at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  |
| The following portions of your request have been denied for the reasons cited: |
| The individuals who have reached the determination that the records you have requested as to be denied are: |
|  | 1. | (Name and Title) |
|  | 2. | (Name and Title) |
| You have the right to appeal the denial of the records you have requested to the Director of this Department by submitting a written notice of appeal to:DirectorDepartment of Energy and Natural Resources325 W. Adams, Floor 3Springfield, IL 62706ATTN: FOIA Appeal |
| In submitting your notice of appeal, you should include copies of your original request and this denial, and state any reasons why your appeal should be granted.  |
|  |  |  |
| FOI Officer |  | Date |

V. DEFFERAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS

|  |  |  |  |
| --- | --- | --- | --- |
| TO: |  | FROM: |  |
| NAME | FOI OFFICER |
|  |  |
| ADDRESS | Division Department of Energy and Natural Resources325 W. Adams, Floor 3Springfield, IL 62706 |
|  |
| PHONE NUMBER |
| DESCRIPTION OF REQUESTED RECORD(S)  |
| Your request dated \_\_\_\_\_\_\_\_\_\_\_ for the above captioned records must be delayed. The delay in response to your request is for the following reasons:(Provide reason for delay in accordance with Section 3(d) of the FOIA.) |
| You will be notified by \_\_\_\_\_\_\_\_\_\_\_\_\_ as to the action taken on your request. |
|  | date |  |
|  |  |  |
| FOI Officer |  | Date |

VI. OIA APPEAL

DIRECTOR'S RESPONSE

|  |  |  |  |
| --- | --- | --- | --- |
| TO: |  | FROM: |  |
|  | NAME |  | FOI OFFICER |
|  | ADDRESS |  | Division Department of Energy and Natural Resources325 W. Adams, Floor 3Springfield, IL 62706 |
|  |  |  |  |
|  | PHONE NUMBER |  |  |
| DESCRIPTION OF REQUESTED RECORD(S)  |
| Noted below is the action I have taken on your appeal from the denial of your request for the above-captioned records: |
| [ ]  | I hereby approve your appeal to the following extent and for the following reasons: |
| [ ]  | I hereby affirm the denial of your request made by the Freedom of Information Officer for the following reasons:  |
| You are entitled to judicial review of any denial pursuant to Section 11 of the Freedom of Information Act.  |
|  |  |  |
| FOI Officer |  | Date |