**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 Resources  325 W. Adams, Floor 3  Springfield, 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 Resources  325 W. Adams, Floor 3  Springfield, 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:  Director  Department of Energy and Natural Resources  325 W. Adams, Floor 3, Springfield, IL 62706  ATTN: 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 Energy  and Natural Resources  325 W. Adams, Floor 3  Springfield, 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:  Director  Department of Energy and Natural Resources  325 W. Adams, Floor 3  Springfield, IL 62706  ATTN: 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 Resources  325 W. Adams, Floor 3  Springfield, 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 Resources  325 W. Adams, Floor 3  Springfield, 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 |