**Section 3100.APPENDIX B Public Records Requests**

**Section 3100.ILLUSTRATION D Extension of Time for Disclosure**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DRYCLEANER ENVIRONMENTAL RESPONSE  TRUST FUND COUNCIL OF ILLINOIS  P.O. Box 480  Bensenville, IL 60106  EXTENSION OF TIME FOR DISCLOSURE | | | | | | | |
| TO: | |  | | FROM: | | Administrator  Drycleaner Environmental Response Trust Fund Council of Illinois  P.O. Box 480  Bensenville, Illinois 60106 | |
|  | | Name | |  | |  | |
|  | |  | |  | |  | |
|  | | Address | |  | |  | |
|  | | Telephone Number | |  | |  | |
| We have been unable to fill you recent request for inspection or copying of public records | | | | | | | |
| of |  | | for the reasons checked below: | | | | |
|  | Date | |  | | | | |
|  | | The requested records are stored in another location. | | | | | |
|  | | The request requires the collection of a large number of records. | | | | | |
|  | | The request is categorical in nature and requires an extensive search. We have failed to locate the requested records in our initial attempt and the search is continuing. | | | | | |
|  | | The requested records require examination by a competent person in order to determine which, if any, are exempt under Section 7 of the Act. | | | | | |
|  | | It would unduly burden or interfere with the operations of the Council to fill the request within the initial 7 working days. | | | | | |
|  | | There is a need for consultation with another public body that has a substantial interest in the determination or in the subject matter of the request. | | | | | |
| The records you have requested will be available to you by \_\_\_\_\_\_\_\_\_\_\_\_ (a date within 14 working days after receipt of the request) or we will make a decision denying your request by that date. | | | | | | | |
|  | | | | | FOIA Officer | | |
|  | | | | | | |  |
|  | | | | | | | Date |

(Source: Amended at 30 Ill. Reg. 19615, effective December 12, 2006)