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

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

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| DRYCLEANER ENVIRONMENTAL RESPONSE TRUST FUND COUNCIL OF ILLINOISP.O. Box 480Bensenville, IL 60106EXTENSION OF TIME FOR DISCLOSURE |
| TO: |  | FROM: | AdministratorDrycleaner Environmental Response Trust Fund Council of IllinoisP.O. Box 480Bensenville, 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)