WILMINGTON PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION REQUEST

Requestor's Name (Or business name if applicable)	Date Requested	Phone Number
Street Address	Certification Requested: _____Yes _____No	
City State Zip	Requester's Signature	
DESCRIPTION OF RECORDS REQUESTED:		

LIBRARY RESPONSE (REQUESTER DOES NOT FILL BELOW THIS LINE)	
APPROVE	{ } The documents requested are enclosed. { } The documents will be made available upon payment of copying costs $_____ { } You may inspect the records at _____ on the date of :_____
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 are unable to Negotiate a more reasonable request. { } The material requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) who determine request to be denied : _____ _____ { } Request delayed, for the following reasons (in accordance with 3(d) of the FOIA):_____ You will be notified by the date of _____ as to action taken on your request.

The information required by this form is MANDATORY in order to comply with 5ILCS 1401/1.
Failure to so provide may result in this form not being processed.

Board President	Date of Reply