

**LIVINGSTON COUNTY
FREEDOM OF INFORMATION REQUEST**

As a matter of public policy of the State of Illinois, the Freedom of Information Act is not intended to be used to violate individual privacy nor for the purpose of furthering a commercial enterprise.

I have read and understood the above paragraph:

Name: _____ Date: _____

TO BE FILLED OUT BY REQUESTOR

Requestor's Name: _____ Agency: _____

Address: _____ Telephone No: _____

*Records sought (be specific): _____

*Reason for request: _____

The agency will respond to a request for public records within seven working days after its receipt. If your request is denied, you may file an appeal. Appeals should be addressed to the head of the responding agency.

OFFICE USE ONLY

Documents made available: Picked up on _____ Mailed on: _____
(Date) (Date)

Cost Billed: _____ pages at _____ per copy = Total Cost \$ _____

Name of Searcher: _____

DENIAL LETTER OR EXTENSION LETTER MUST BE SENT WITHIN 7 WORKING DAYS OF REQUEST:

If request denied: By Whom: _____ Date: _____

Exemption Basis: _____

Denial Letter Sent: _____