

FORM 1

**NORTH MAINE FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
WRITTEN REQUEST FOR RECORDS**

Dear Fire Chief (or designee):

(I), (We), are hereby requesting that (I) (We)

_____ inspect the following records at the North Maine Fire Protection District's Administrative Office.

_____ receive copies of the following records from the North Maine Fire Protection District.

(Please be specific in listing records.)

_____ Will the records received or requested or the information derived thereof be used in any form of sale, resale, or solicitation or advertisement for sales or services?

_____ Yes

_____ No

I understand that if I request that the records be copied, I may be charged a fee due in full before the copies are made.

Signature(s) of Requester(s)

Date of Request

Date Request Received: _____

Signature: _____

Date Response Due: _____

FORM 2

NORTH MAINE FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
APPROVAL FOR REQUEST FOR PUBLIC RECORDS

DATE: _____

TO: _____

FROM:

North Maine Fire Protection District
9301 Potter Road
Des Plaines, Illinois 60016

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

(_____) _____

PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

Your request dated _____ for the above captioned records has been **approved**.

_____ The documents will be made available at the District Administrative Office on (Date) _____ upon payment of copying costs in the amount of _____.

_____ You may inspect the records at _____

on _____
DATE

Fire Chief or Designee

Date

FORM 3

NORTH MAINE FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
DENIAL OF REQUEST FOR PUBLIC RECORDS

DATE: _____

TO: _____

FROM:
North Maine Fire Protection District
9301 Potter Road
Des Plaines, Illinois 60016

NAME _____

ADDRESS _____

CITY STATE ZIP

() _____
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

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 for the following reasons: _____

The individual(s) who were responsible for the denial are:

You have the right to appeal the denial of the records you have requested to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois, and by placing the words "Freedom of Information Act Appeal" on the face of the envelope, if sent by mail. In submitting your notice of appeal, you must include a copy of your original request and this denial, and state the reasons why you feel your appeal should be granted. You also have the right to file a civil suit for judicial review pursuant to 5 ILCS 140/11.

Fire Chief or Designee

Date

FORM 4

NORTH MAINE FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
PARTIAL APPROVAL OF REQUEST FOR PUBLIC RECORDS

DATE: _____

TO: _____

FROM:
North Maine Fire Protection District
9301 Potter Road
Des Plaines, Illinois 60016

NAME _____

ADDRESS _____

CITY STATE ZIP

(_____) _____
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

Your request dated _____ for the above captioned records has been **partially approved**. Those parts of your request that have been approved:

_____ will be made available at District Administrative Offices on (Date) _____
_____ upon payment of copying costs in the amount of _____.

_____ may be inspected at _____
on _____
DATE

The following portions of your request have been denied for the reasons cited:

The individual(s) who were responsible for the denial are:

You have the right to appeal the denial of that portion of the records you have requested to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois. In submitting your notice of appeal, you must include a copy of your original request and this partial denial, and state the reasons why you feel this appeal should be granted. You also have the right to file a civil suit for judicial review pursuant to 5 ILCS 140/11.

Fire Chief or Designee

Date

FORM 5

NORTH MAINE FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS

DATE: _____

TO: _____

FROM:
North Maine Fire Protection District
9301 Potter Road
Des Plaines, Illinois 60016

NAME _____

ADDRESS _____

CITY STATE ZIP

() _____
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

The response to your request dated _____ for the above captioned records must be delayed. Pursuant to Section 3(e) of the Freedom of Information Act, the delay in responding to your request is for the following reason(s):

You will be notified by _____ as to the action taken on your request.
Date

Fire Chief or Designee

Date

FORM 6

**NORTH MAINE FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
NOTICE OF TREATMENT AS A VOLUMINOUS REQUEST**

DATE: _____

TO: _____

NAME

ADDRESS

CITY STATE ZIP

() _____
PHONE NUMBER

FROM:
North Maine Fire Protection District
9301 Potter Road
Des Plaines, Illinois 60016

DESCRIPTION OF REQUESTED RECORDS:

The response to your request dated _____ for the above captioned records is being treated by the District as a voluminous request pursuant to Section 3.6 of the Freedom of Information Act for the following reason(s):

Please respond within ten (10) business days specifying whether you would like to amend your request such that it will no longer be treated as a voluminous request. The District will have five (5) business days after the receipt of your response or five (5) business days from the last day for you to amend your request, whichever is sooner, to respond to your request. The District may request an additional ten (10) business days to comply with your request.

If you do not respond within ten (10) business days, or if your request continues to be voluminous following your response, the District will respond to the request and assess any fees chargeable pursuant to Section 6 of the Freedom of Information Act.

Please be advised that if you fail to accept or collect any responsive records, you may still be charged by the District for its response pursuant to Section 6 of the Freedom of Information Act. Furthermore, your failure to pay will be considered a debt due and owing to the District and may be collected in accordance with applicable law.

You have the right to appeal the District's treatment of your request as a voluminous request to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois. You also have the right to file a civil suit for judicial review pursuant to 5 ILCS 140/11.

Freedom of Information Officer or Designee

Date

FORM 6

NORTH MAINE FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
NOTICE OF TREATMENT AS A RECURRENT REQUESTER

DATE: _____

TO:

FROM:

North Maine Fire Protection District
9301 Potter Road
Des Plaines, Illinois 60016

NAME

ADDRESS

CITY

STATE

ZIP

(_____) _____

PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

You are being treated by the District as a recurrent requester pursuant to Section 3.2 of the Freedom of Information Act for the following reason(s):

Accordingly, the District will send an initial response within twenty-one (21) business days after receipt of your request. In this initial response, the District may:

- Provide an estimate of the time required by the District to provide the requested records and an estimate of the fees to be charged;
- Deny the request pursuant to one or more of the exemptions found in the Freedom of Information Act;
- Notify you that the request is unduly burdensome and extend an opportunity to reduce the request to manageable proportions; or
- Provide the requested records.

Freedom of Information Officer or Designee

Date