**Section 351.APPENDIX D Denial of Request for Public Records**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TO: | | | | | |  |  | FROM: |
|  | | | | | |  |  |  |
| Name | | | | | |  |  | FOI Officer |
|  | | | | | |  |  |  |
| Address | | | | | |  |  | Commission |
|  | | | | | |  |  |  |
|  | | | | | |  |  | Address |
|  | | | | | |  |  |  |
| Phone Number | | | | | |  |  |  |
| DESCRIPTION OF REQUESTED RECORD(S): | | | | | | | | |
| 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. Compliance with the request would cause an undue burden on the Commission for the following reason(s): | | | | | | | |
|  | The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons: | | | | | | | |
|  | | | | | | | | |
| The individuals who have reached the determination that the records you have requested are to be denied are: | | | | | | | | |
|  | | 1.) |  | | | | | |
|  | | 2.) |  | | | | | |
| You have the right to appeal the denial of the records you have requested to the Director of this Commission by submitting a written notice of appeal to: | | | | | | | | |
| Norbert J. Goetten, Director  State's Attorneys Appellate Prosecutor  151 Bruns Lane, Suite 102  Springfield, Illinois 62702  ATTN: FOIA Appeal | | | | | | | | |

(Source: Amended at 16 Ill. Reg. 13229, effective August 17, 1992)