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

|  |  |  |  |
| --- | --- | --- | --- |
| 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, DirectorState's Attorneys Appellate Prosecutor151 Bruns Lane, Suite 102Springfield, Illinois 62702ATTN: FOIA Appeal |

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