



Village of Vernon Hills Request For Examination or Copy of Records

Date of Request: _____

Name: _____

Date of Birth: _____

Address: _____ City _____ State _____

Phone: _____

Date/Time Incident: _____

Case Number: _____

Type/Nature of Incident: _____

Location of Incident: _____

I am requesting the following record(s) for inspection/copying: _____

I wish to receive a certified copy of the requested record(s).

Response To Information Request

Date of compliance with request: _____

By: _____

Custodian of records

Date of receipt of records: _____

By: _____

Requestor

We are extending the time for response to your request for an additional 7 working days under Section 140/3(d) of the Act due to: (i-vii). _____

We estimate the records will be available by: _____

Date

Date/Time of extension notification: _____ By: _____

Your request is "unduly burdensome" and is denied.

Responding to this request will disrupt the duly-undertaken work of this department. We have extended the opportunity to you to confer with us in an attempt to reduce the request to manageable proportions and you have failed to do so. The reasons this request is unduly burdensome and the extent to which it is are: _____

The following information is requested is exempt from inspection, copying or disclosure under Section 7 of the Act for the following reasons: _____

Date of denial request: _____ By: _____

Right To Appeal

If your request for records has been denied, in-whole or in-part, you have the right to appeal this decision to Illinois Attorney General's Office.

Response To Administrative Appeal: Your appeal from the decision to withhold records from inspection and copying has been reviewed. My determination is that the withholding of records for inspection and copying is:

Sustained in-whole

Sustained in-part

Overruled The reasons for this decision are: _____

If the denial of your request has been sustained in-whole, or in-part you have the right to judicial review of this appeal and final decision under Section 11 of the *Illinois Freedom of Information Act*:

Date of Administrative Appeal: _____ By: _____