



**Round Lake Park Police Department – Freedom of Information
Request for Examination or Copy of Records**

****Please allow 5 business days for review & processing.**

****Any expenses/fees except those exempted by State Law are the responsibility of the requestor.**

Date of Request		Date and Time of Incident		Report Number
Type of Incident			Location of Incident	
Name of person making request		Date of Birth	Telephone Number	
Address	Street	City	State	Zip Code
I am requesting the following record(s) for inspection/copying				
				Signature
Response to Information Request				
Date of Compliance with request			By	
<input type="checkbox"/> We are extending the time for response to your request for an additional 5 working days under Section 140/3(d) of the Act due to: (i–vii)				
We estimate the records will be available by:		Date and Time of extension notification		By:
<input type="checkbox"/> 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 failed to do so. The reasons for this request is unduly burdensome and the extent to which it is are: describe reasons and extent				
<input type="checkbox"/> The following information requested is exempt from inspection, copying or disclosure under Section 7 () Insert specific subsection of the Act for the following reason:				
Date of denial of request			By	
Right to Appeal				
<i>If your request for records has been denied, in-whole or in-part, you have the right to appeal this decision to the Chief of Police</i>				
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 from inspection and copying is <input type="checkbox"/> Sustained in-whole <input type="checkbox"/> Sustained in-part <input type="checkbox"/> Overruled				
The reasons for this decision are:				
<i>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.</i>				
Date of Administrative Appeal			By:	