

NORTH AURORA POLICE DEPARTMENT

REQUEST FOR EXAMINATION OR COPY OF RECORDS

Please complete the top box only.

Name: _____ Date of Request: _____

Address: _____ Date of Birth: _____

_____ Telephone: _____

Date / Time of Incident: _____ Case Number: _____

Location of Incident: _____

I hereby request that the following records for Inspection / Copying: _____

Signature: _____ Date: _____

Response to Information Request

Date of compliance with request: _____ By: _____

(custodian of records)

Date of receipt of records: _____ By: _____

(requestor)

Copying fee paid: \$ _____

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 requested will be available by: _____

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

Date of denial of request: _____ By: _____

Right to Appeal

If your request has been denied, in-whole or in-part, you have the right to appeal this decision in writing to:

(head of the public body)

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:

- 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: _____