

**FORM FOR PRE-APPROVAL OF USE OF EXEMPTION 7(1)(c) or 7(1)(f)**

**\*\* Note to Public Body:** Before denying a request, in whole or in part, based on an exemption in Section 7(1)(c) or 7(1)(f) of the Freedom of Information Act, you must provide written notice to the Public Access Counselor and the requester of the intent to deny the request on this basis. 5 ILCS 140/9.5(b). Completing and submitting this form to the Public Access Counselor and to the requester will constitute written notice of the public body's intent to deny the requester's FOIA request in whole or in part based upon the exemption in Section 7(1)(c) or 7(1)(f) of the Freedom of Information Act.

Name of Public Body: \_\_\_\_\_

Contact Information for FOIA Officer: \_\_\_\_\_

Signature of FOIA Officer: \_\_\_\_\_

Exemption claimed by public body (check which applies):

The requested records contain personal information and the disclosure of this information would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c).

The requested records are preliminary drafts, notes, recommendations, memoranda or other records in which opinions are expressed, or policies or actions are formulated.  
5 ILCS 140/7(1)(f).

Proposed response to the requester's FOIA request by the public body *(attach additional pages, if necessary)*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detailed summary of the basis for asserting the exemption *(attach additional pages, if necessary)*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\* ATTACH A COPY OF THE FOIA REQUEST \*\*\***

**The Public Access Counselor will not accept this Notice of Pre-Approval without attachment of a copy of the FOIA request in question.**