Date

Requester's Name
Address

Dear [Requester]:

Thank you for writing to [Name of Public Body] with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On [insert date received by public body], you requested the following documents: [insert a description of the information requested or restate the request].

Under the Freedom of Information Act, a public body may extend the time to respond to a FOIA request by up to 5 business days for a limited number of reasons. 5 ILCS 140/3(e). We are extending the time to respond to your request by [insert number of days up to 5 business days] for the following reason(s) [Note: public bodies should provide specific facts to support all of the reasons asserted for the extension]:

___ We store the requested records in whole or in part at another location(s).
___ Responding to the request requires that we collect a substantial number of specified records.
___ The request is couched in categorical terms and requires that we conduct an extensive search for the records responsive to it.
___ In order to determine whether the requested records are exempt under Section 7 of FOIA or must be redacted in part before they are disclosed, we must have the documents reviewed by [insert names or titles of the appropriate personnel with the necessary competence to review the documents].
___ We cannot comply with the request for records within the 5 business day time limit without unduly burdening or interfering with our operations.
___ Before we can determine whether to provide the documents in response to your FOIA request, we must consult with [insert name of other public body] which has a substantial interest in the determination of how to respond to this request because [insert reason that other public body is involved].
___ Before we can determine whether to provide the documents in response to your FOIA request, we must consult with [identify two or more components of the public body] to determine how to respond to this request because [insert reason that various components of the public body must consult on this request].

The public body asserts the following facts in support of the above reasons for an extension of time:

(please add lines for explanation)

We will respond to your request by [insert date response is due].

Sincerely,

[Name of FOIA Officer and Contact Information]