

**SAMPLE RESPONSE GRANTING A FOIA REQUEST IN PART
AND DENYING THE REQUEST IN PART**

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 information requested or restate the request***].

Your request is granted in part and denied in part as follows.

[***If the number of black and white copies is 50 copies or fewer:***] We have enclosed copies of the following documents that you requested: [***identify the documents being disclosed***].

[***If the number of black and white copies is greater than 50, or if the copies are in color or in a size other than letter or legal size, state the following:***] In keeping with the copying fees allowed by the Illinois Freedom of Information Act, 5 ILCS 140/6(b), the cost of your copies is \$_____. Please send us a check or money order made payable to _____ for this amount.

The [***Name of Public Body***] is denying your request for the remaining documents for the following reasons: [***The public body must provide a detailed factual basis for the denial and the names and titles of each person responsible for the denial. 5 ILCS 140/9(a). If the public body is denying the request based on an exemption in Section 7 of FOIA, the public body must provide the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority. 5 ILCS 140/9(b). If the public body is denying any part of the request based on an exemption in Section 7(1)(c) or 7(1)(f) of FOIA, the public body first must give written notice to the Public Access Counselor of the intent to deny the request on this basis.***]

You have a right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

Sincerely,

[Name of FOIA Officer and Contact Information]