

SAMPLE RESPONSE DENYING A FOIA REQUEST

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 records: [**insert description of information requested, or restate the request**].

Your request is denied for the following reasons: [**The public body must provide a detailed factual basis for denying the FOIA request and provide 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).**]

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: public.access@ilag.gov

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. 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**]