



It is the preference of the Village that FOIA requests be made online at [www.barringtonhills-il.gov/foia](http://www.barringtonhills-il.gov/foia) or by completing this form; however, an online request or this form is not mandatory in order to make FOIA requests.

Requester's Name (or business if applicable):			Date of Request:	Phone:
				Fax:
Street Address:			Email:	
City:	State:	Zip:	Request Type: ___ View ___ Copy ___ Both	
			Certification requested: ___ Yes ___ No	
Description of Records Requested:			Fee Waived: ___ Yes ___ No	
_____				
_____				
_____				
Is the reason for this request for "commercial purpose" as defined by 5 ILCS 140/3.1(c)? ___ Yes ___ No				

**Village of Barrington Hills Response (Requester does not fill in below this line)**

<b>EXTENSION</b>	
( ) An additional five (5) business days is needed in order for the Village to respond to the request for the following reasons: _____ Therefore, The Village will respond to the request on or before _____.	
( ) The Village and the requester have agreed to an extension of time for the Village to respond to the FOIA request. The Village will respond to the request on or before _____.	
<b>APPROVED</b>	
( ) The documents requested are enclosed.	
( ) You may inspect the records on the date of _____ at _____.	
( ) For "commercial" request only: the estimated time of when the documents will be available is _____.	
( ) Documents will be available upon payment of copying costs of \$ _____. Payment of the copying costs must be made to the Village prior to receiving the requested documents.	
<b>NOTICE OF INTENT TO DENY</b>	
( ) The Village finds that the request is exempt pursuant to 5 ILCS 140/7(1)(c) and/or 1(f) [applicable section circled] and intends to deny said request for the following reasons: _____ _____. In accordance with 5 ILCS 140/9.5, the Village will submit this form to the Public Access Counselor to determine whether further inquiry is needed.	
<b>DENIED</b>	
( ) The Village finds the request unduly burdensome. The Village has attempted to confer with the requester to reduce the request to manageable proportions; however, it is not possible to narrow the request. The Village finds that the burden on it outweighs the public interest in the information, and further states _____.	
( ) The documents requested are exempt pursuant to 5 ILCS 140/7 for the following reasons: _____ _____ _____	
Individual(s) that determined request to be denied and title: _____ In the event of a denial, you have the right to seek review by the Public Access Counselor (217) 558-0486 at 500 S. Second St., Springfield, IL 62705 or you have the right to judicial review pursuant to 5 ILCS 140/11.	
FOIA Officer	Date of Reply
	Request Number