



# Village of Melrose Park

## Freedom of Information Act Request Form

DATE OF REQUEST: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

DATE OF SPECIFIED RECORDS: \_\_\_\_\_

TYPE OF RECORD:  
\_\_\_\_\_

I AM REQUESTING THE FOLLOWING RECORD(S):  
\_\_\_\_\_  
\_\_\_\_\_

I wish to receive a Certified Copy of the requested record(s).

DATE OF COMPLIANCE: \_\_\_\_\_ BY: \_\_\_\_\_

DATE OF RECEIPT OF RECORDS: \_\_\_\_\_ BY: \_\_\_\_\_

We are extending the time response to your request for an additional five (5) working days under Section 140/3 (d) of the Act due to:

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

**Your request is "unduly burdensome" and is denied.**

Responding to this request will disrupt the duly-undertaken work of this department. We have extended the opportunity to you to confer with us in an attempt to reduce the request to manageable proportions and you have failed to do so. The reasons this request is unduly burdensome and the extent to which it is are:

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

The following information requested is exempt from inspection, copying or disclosure under Section 7 of the Act for the following reasons:

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

Date of Denial: \_\_\_\_\_ By: \_\_\_\_\_