

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

Your request is granted in part and denied in part.

[***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).***]

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 2<sup>nd</sup> 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 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]***