

REGIONAL SUPERINTENDENT OF SCHOOLS
1001 WEST 23RD STREET
STERLING, IL 61081

FREEDOM OF INFORMATION ACT

Extension of Time for Request for Public Records

Dear

We have been unable to fill your request dated _____ requesting

for the reason or reasons checked below:

- the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- the request requires the collection of a substantial number of specified records;
- the request is couched in categorical terms and requires an extensive search for the records responsive to it;
- the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
- the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of this Act or should be revealed only with appropriate deletions;
- the request for records cannot be complied with by the public body within the time limits prescribed by paragraph (c) of this Section without unduly burdening or interfering with the operations of the public body;
- there is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

With respect to the records you have requested, such records will be available to you by _____, or we will make a decision denying your request by such date.

Signature

Title

Date