

VILLAGE OF COAL CITY

NOTICE OF EXTENSION OF TIME TO RESPOND
TO REQUEST FOR PUBLIC RECORDS

To: _____

On _____, the Village received your request for the inspection, copying, or certification of certain Village public records ("**Your Request**").

I. Extension of Time to Respond

Pursuant to Section 3(e) of the Illinois Freedom of Information Act, 5 ILCS 140/3(e), the Village hereby notifies you that the time to respond to Your Request is extended for five working days as to all records identified in Section II below ("**Specified Records**"). Accordingly, the Village will respond to Your Request as it relates to the Specified Records on or before _____, a date that is not more than 10 working days after the date on which Your Request was originally received by the Village (or 26 working days for a Commercial Purposes Request).

II. Specified Records

This extension applies to the following public records included in Your Request:

You will receive a separate response from the Village regarding Your Request as it relates to any public records that are not listed above.

III. Justification for Extension

This extension is necessary because:

- The Specified Records are stored in whole or in part at a location other than the Office.
- Your Request requires the collection of a substantial number of Specified Records.
- Your Request is couched in categorical terms and requires an extensive search for responsive records.
- The Specified Records have not been located in the course of routine search and additional efforts are being made to locate them.
- The Specified Records require examination and evaluation by personnel having the necessary expertise and discretion to determine if they are exempt from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* or should be disclosed only with appropriate deletions.
- Your Request requires consultation with another public body or among two or more public bodies that have a substantial interest in the response to, or the subject matter of, Your Request.

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- Your Request seeks Records which are not in the possession of Village but are believed to be in the possession of a party with whom the Village has contracted to perform a governmental function on behalf of the Village and the Village required additional time to procure those records from that party.

- The Specified Records cannot be produced within the time prescribed by the Act without unduly burdening or interfering with the operations of the Village because:

- The Specified Records cannot be produced within the time prescribed by the Act because:

Dated: _____.

VILLAGE OF COAL CITY

By: _____
FOIA Officer