

VILLAGE OF COAL CITY

NOTICE TO MEET AND CONFER TO
NARROW CATEGORICAL REQUEST FOR
PUBLIC RECORDS TO MANAGEABLE PROPORTIONS

To: _____

On _____, the Village received your request for inspection, copying, or certification of the following categories of Village public records ("**Specified Records**");

You are hereby notified that your request for the Specified Records has been determined to be unduly burdensome pursuant to Section 3(g) of the Illinois Freedom of Information Act, 5 ILCS 140/3(g), because the burden on the Village of providing the Specified Records outweighs the public interest in disclosure of the information contained in the Specified Records. Specifically, but without limitation, providing the Specified Records would be unduly burdensome to the Village in that:

I hereby extend to you an opportunity to meet and confer with the Village's FOIA Officer in an attempt to narrow your request to manageable proportions. Please call the Village's FOIA Officer at (815) 634-8608 between _____ a.m. and _____ p.m., Monday through Friday, in order to schedule a conference.

If you do not take advantage of this opportunity to meet and confer, your request will be denied on the fifth working day after the date of this notice.

Dated: _____.

VILLAGE OF COAL CITY

By: _____
FOIA Officer