



801 S. School Avenue  
Matteson, IL 60443  
Phone: 708/748-4431  
Fax: 708/748-0579  
Email: [mtslib@mapld.org](mailto:mtslib@mapld.org)

**FREEDOM OF INFORMATION ACT REQUEST FORM**

Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Records Sought: Mark records requested below. Please be specific.

Printed records: \_\_\_\_\_  
\_\_\_\_\_

Electronic data processing records (specify format):

Computer output tape                       CD-ROM \_\_\_\_\_       Other \_\_\_\_\_

Data fields (e.g. name): \_\_\_\_\_

Special run instructions: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

Return completed FOIA Request Form to Matteson Area Public Library District, Attention Administrative Office, 801 S. School Avenue, Matteson, IL 60443; fax to 708-748-0579; or email to [mtslib@mapld.org](mailto:mtslib@mapld.org).

If your request is denied, you may file an appeal to: Public Access Appeal Officer, Illinois Attorney General, 100 W. Randolph, 12<sup>th</sup> Fl., Chicago, IL 60601.

**(For Department Use Only)**

Response:

Records made available:                       Date: \_\_\_\_\_

Request denied, and reason:                       \_\_\_\_\_  
\_\_\_\_\_

Copies made:       Yes                       No

Number \_\_\_\_\_                       Media Exemption

Fee Paid \$ \_\_\_\_\_

Other (attach correspondence): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_