

**PLAINFIELD FIRE PROTECTION DISTRICT**

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**FORM 1**

**PLAINFIELD FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
WRITTEN REQUEST FOR RECORDS**

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Dear Fire Chief (or designee):

(I), (We), are hereby requesting that (I) (We)

\_\_\_\_\_ inspect the following records at the Plainfield Fire Protection District's Administrative Office.

\_\_\_\_\_ receive copies of the following records from the Plainfield Fire Protection District.

(Please be specific in listing records.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Will the records received or requested or the information derived thereof be used in any form of sale, resale, or solicitation or advertisement for sales or services?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

I understand that if I request that the records be copied, I may be charged a fee due in full before the copies are made.

\_\_\_\_\_  
Signature(s) of Requester(s)

\_\_\_\_\_  
Date of Request

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Date Request Received: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Response Due: \_\_\_\_\_

**PLAINFIELD FIRE PROTECTION DISTRICT**

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**FORM 2**

**PLAINFIELD FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
APPROVAL FOR REQUEST FOR PUBLIC RECORDS**

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**DATE:** \_\_\_\_\_

**TO:**

**FROM:**

Plainfield Fire Protection District  
23748 W. 135th Street  
Plainfield, Illinois 60544

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY**

**STATE**

**ZIP**

(\_\_\_\_\_) \_\_\_\_\_

**PHONE NUMBER**

**DESCRIPTION OF REQUESTED RECORDS:**

Your request dated \_\_\_\_\_ for the above captioned records has been **approved**.

\_\_\_\_\_ The documents will be made available at the District Administrative Office on (Date) \_\_\_\_\_ upon payment of copying costs in the amount of \_\_\_\_\_.

\_\_\_\_\_ You may inspect the records at \_\_\_\_\_

on \_\_\_\_\_  
DATE

\_\_\_\_\_  
Fire Chief or Designee

\_\_\_\_\_  
Date

**PLAINFIELD FIRE PROTECTION DISTRICT**

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**FORM 3**

**PLAINFIELD FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
DENIAL OF REQUEST FOR PUBLIC RECORDS**

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**DATE:** \_\_\_\_\_

**TO:**

**FROM:**

Plainfield Fire Protection District  
23748 W. 135th Street  
Plainfield, Illinois 60544

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY**

**STATE**

**ZIP**

(\_\_\_\_\_) \_\_\_\_\_

**PHONE NUMBER**

**DESCRIPTION OF REQUESTED RECORDS:**

Your request dated \_\_\_\_\_ for the above captioned records has been denied:

\_\_\_\_\_ The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we were unable to negotiate a more reasonable request.

\_\_\_\_\_ The materials requested are exempt under Section 7\_\_ of the Freedom of Information Act for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The individual(s) who were responsible for the denial are:

\_\_\_\_\_  
You have the right to appeal the denial of the records you have requested to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois, and by placing the words "Freedom of Information Act Appeal" on the face of the envelope, if sent by mail. In submitting your notice of appeal, you must include a copy of your original request and this denial, and state the reasons why you feel your appeal should be granted. You also have the right to file a civil suit for judicial review pursuant to 5 ILCS 140/11.

\_\_\_\_\_  
Fire Chief or Designee

\_\_\_\_\_  
Date

**PLAINFIELD FIRE PROTECTION DISTRICT**

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**FORM 4**

**PLAINFIELD FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
PARTIAL APPROVAL OF REQUEST FOR PUBLIC RECORDS**

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**DATE:** \_\_\_\_\_

**TO:**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY**

**STATE**

**ZIP**

(\_\_\_\_\_) \_\_\_\_\_

**PHONE NUMBER**

**FROM:**

Plainfield Fire Protection District  
23748 W. 135th Street  
Plainfield, Illinois 60544

**DESCRIPTION OF REQUESTED RECORDS:**

Your request dated \_\_\_\_\_ for the above captioned records has been **partially approved**.  
Those parts of your request that have been approved:

\_\_\_\_\_ will be made available at District Administrative Offices on (Date) \_\_\_\_\_  
\_\_\_\_\_ upon payment of copying costs in the amount of \_\_\_\_\_.

\_\_\_\_\_ may be inspected at \_\_\_\_\_  
on \_\_\_\_\_.

**DATE**

The following portions of your request have been denied for the reasons cited:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLAINFIELD FIRE PROTECTION DISTRICT**

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The individual(s) who were responsible for the denial are:

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You have the right to appeal the denial of that portion of the records you have requested to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois. In submitting your notice of appeal, you must include a copy of your original request and this partial denial, and state the reasons why you feel this appeal should be granted. You also have the right to file a civil suit for judicial review pursuant to 5 ILCS 140/11.

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Fire Chief or Designee

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Date

**PLAINFIELD FIRE PROTECTION DISTRICT**

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**FORM 5**

**PLAINFIELD FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS**

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**DATE:** \_\_\_\_\_

**TO:**

**FROM:**

Plainfield Fire Protection District  
23748 W. 135th Street  
Plainfield, Illinois 60544

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY**

**STATE**

**ZIP**

(\_\_\_\_\_) \_\_\_\_\_

**PHONE NUMBER**

**DESCRIPTION OF REQUESTED RECORDS:**

\_\_\_\_\_  
\_\_\_\_\_  
The response to your request dated \_\_\_\_\_ for the above captioned records must be **delayed**. Pursuant to Section 3(e) of the Freedom of Information Act, the delay in responding to your request is for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
You will be notified by \_\_\_\_\_ as to the action taken on your request.  
Date

\_\_\_\_\_  
Fire Chief or Designee

Date \_\_\_\_\_

**PLAINFIELD FIRE PROTECTION DISTRICT**

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**FORM 6**

**PLAINFIELD FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
NOTICE OF TREATMENT AS A VOLUMINOUS REQUEST**

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**DATE:** \_\_\_\_\_

**TO:**

**FROM:**

Plainfield Fire Protection District  
23748 W. 135th Street  
Plainfield, Illinois 60544

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY**

\_\_\_\_\_  
**STATE**

\_\_\_\_\_  
**ZIP**

(\_\_\_\_\_) \_\_\_\_\_  
**PHONE NUMBER**

**DESCRIPTION OF REQUESTED RECORDS:**

\_\_\_\_\_  
\_\_\_\_\_  
The response to your request dated \_\_\_\_\_ for the above captioned records is being treated by the District as a voluminous request pursuant to Section 3.6 of the Freedom of Information Act for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
Please respond within ten (10) business days specifying whether you would like to amend your request such that it will no longer be treated as a voluminous request. The District will have five (5) business days after the receipt of your response or five (5) business days from the last day for you to amend your request, whichever is sooner, to respond to your request. The District may request an additional ten (10) business days to comply with your request.

If you do not respond within ten (10) business days, or if your request continues to be voluminous following your response, the District will respond to the request and assess any fees chargeable pursuant to Section 6 of the Freedom of Information Act.

Please be advised that if you fail to accept or collect any responsive records, you may still be charged by the District for its response pursuant to Section 6 of the Freedom of Information Act. Furthermore, your failure to pay will be considered a debt due and owing to the District and may be collected in accordance with applicable law.

**PLAINFIELD FIRE PROTECTION DISTRICT**

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You have the right to appeal the District's treatment of your request as a voluminous request to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois. You also have the right to file a civil suit for judicial review pursuant to 5 ILCS 140/11.

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Freedom of Information Officer or Designee

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Date



**PLAINFIELD FIRE PROTECTION DISTRICT**

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**FORM 6**

**PLAINFIELD FIRE PROTECTION DISTRICT  
FREEDOM OF INFORMATION ACT  
NOTICE OF TREATMENT AS A RECURRENT REQUESTER**

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**DATE:** \_\_\_\_\_

**TO:**

**FROM:**

Plainfield Fire Protection District  
23748 W. 135th Street  
Plainfield, Illinois 60544

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY**

**STATE**

**ZIP**

(\_\_\_\_\_) \_\_\_\_\_

**PHONE NUMBER**

**DESCRIPTION OF REQUESTED RECORDS:**

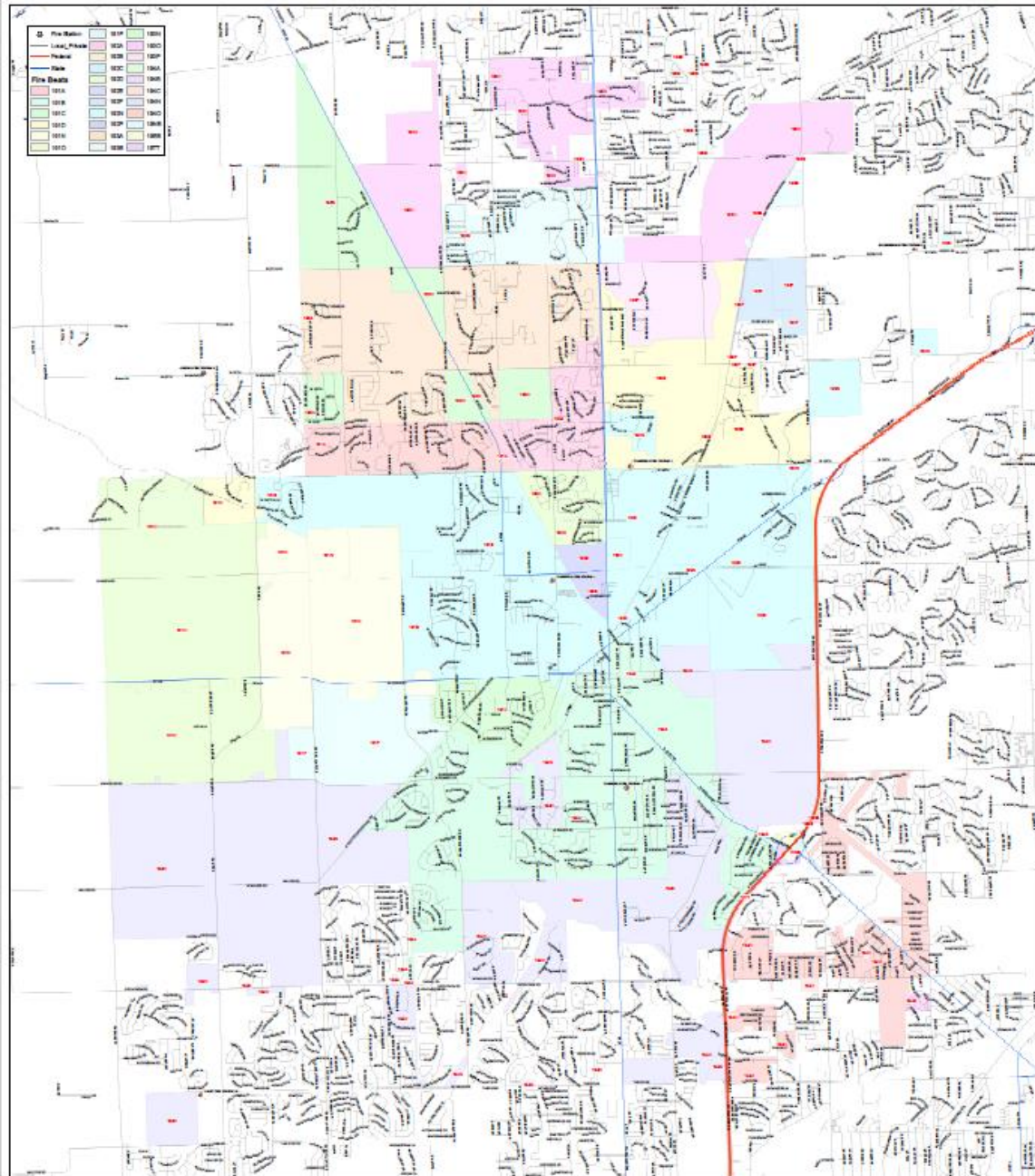
\_\_\_\_\_  
\_\_\_\_\_  
You are being treated by the District as a recurrent requester pursuant to Section 3.2 of the Freedom of Information Act for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
Accordingly, the District will send an initial response within twenty-one (21) business days after receipt of your request. In this initial response, the District may:

- Provide an estimate of the time required by the District to provide the requested records and an estimate of the fees to be charged;
- Deny the request pursuant to one or more of the exemptions found in the Freedom of Information Act;
- Notify you that the request is unduly burdensome and extend an opportunity to reduce the request to manageable proportions; or
- Provide the requested records.

\_\_\_\_\_  
Freedom of Information Officer or Designee

\_\_\_\_\_  
Date



# PLAINFIELD FIRE PROTECTION DISTRICT

## PLAINFIELD FIRE PROTECTION DISTRICT

### Organizational Chart



#### Plainfield Fire Protection District Organizational Chart

Fire Chief Jon Stratton  
October 2020

