

# How to Submit a Request for Review

If a member of the public believes that a public body has improperly denied his or her FOIA request, or that a public body has violated OMA in the way that it conducted, or failed to conduct, a public meeting, then the member of the public may submit a Request for Review to the PAC.

In the case of FOIA, the Request for Review is a formal way of asking the PAC to take a look at the original FOIA request, as well as the public body's response, and determine if a FOIA violation has occurred. In the case of OMA, the Request for Review is a formal way of asking the PAC to determine if the actions of the public body in connection with a public meeting violated OMA. 5 ILCS 140/9.5(a); 5 ILCS 120/3.5(a).

For a **FOIA Request for Review**, the member of the public must also include a **copy of the original FOIA request** and **any responses from the public body**. 5 ILCS 140/9.5(a). Even in the case where the response from the public body quotes the FOIA request, a member of the public must include a **copy of the original FOIA request** with the FOIA Request for Review.

The OMA Request for Review must be made in writing, be signed by the requester, and include a summary of the facts supporting the allegation. 5 ILCS 120/3.5(a).

A Request for Review must be submitted to the PAC within **60 calendar days** after the denial of the FOIA request or the conduct that is alleged to have violated OMA. 5 ILCS 140/9.5(a); 5 ILCS 120/3.5(a).

A Request for Review may be submitted to the PAC by either electronic mail or U.S. Mail:

Leah Bartelt, Public Access Counselor  
Office of the Attorney General  
500 S. 2nd Street  
Springfield, Illinois 62701  
[public.access@ilag.gov](mailto:public.access@ilag.gov)

The Request for Review does not need to follow any particular format. However, sample FOIA and OMA Request for Review forms are available on the Public Access Counselor's website at <https://illinoisattorneygeneral.gov/Open-and-Honest-Government/PAC/> for those who would like to use them.