

**Freedom of Information Act (FOIA)**  
**5 ILCS 140/1 et seq. of the State of Illinois Compiled Statutes**  
**Request for Information**

Name and Address of Public Body Receiving Request:

\_\_\_\_\_

\_\_\_\_\_

Name of Requester: \_\_\_\_\_

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

City/State/ Zip (required): \_\_\_\_\_

Day/Date/Time of request: \_\_\_\_\_

Phone number (Optional): \_\_\_\_\_ Fax (Optional): \_\_\_\_\_

E-mail (Optional): \_\_\_\_\_

**RECORDS REQUESTED:** *(Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you want copies of the documents? YES or NO *(circle one)*

--Do you want Electronic Copies or Paper Copies? \_\_\_\_\_

--If you want Electronic Copies, in what format? \_\_\_\_\_

- No charges will be assessed for first 50 pages of letter/legal size black and white copies.
- A .15 per page fee will be assessed for records exceeding 50 pages.
- Oversized document charges based on contracted reproduction costs.
- If permanent copies are required, the request must be clarified on the FOIA form provided at time of request.

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For Office Use Only

Request taken by: \_\_\_\_\_

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

Information given by: \_\_\_\_\_

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

Denial sent by: \_\_\_\_\_

Given to/sent to: \_\_\_\_\_

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

Copy cost in the amount of: \$ \_\_\_\_\_ Paid in full

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

Authorized by: Jim Randall, FOIA Officer: \_\_\_\_\_

*(Signature)*

Upon receipt of this completed form, the park district will assign staff and notify person(s) making the request when documents are available. Private requests will be met within 5 business days, and commercial requests will be met within 21 business days. Please note; weekends and/or holidays are not included in the time frame.

The park district reserves the right to redact files/documents containing personal information, including, but not limited to, social security numbers, phone numbers, home addresses, email addresses, employee numbers, birthdates, etc.