

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.

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.