

Requests for Public Records

The Park District of Oak Park (the "Park District") Rules and Regulations for Implementation of the Illinois Freedom of Information Act (the "FOIA Rules") provide comprehensive procedures, instructions, and forms for obtaining Park District public records. This document provides a brief summary of the FOIA Rules.

All requests to inspect, copy, or certify public records must be submitted to the Park District in writing and in the form required by the FOIA Rules. Request forms may be obtained from the Park District. The Park District will respond to each proper written request to inspect, copy, or certify public records within seven working days after receipt of the request.

All notices and other communications relating to a request to inspect, copy, or certify public records, all requests for copies of the FOIA Rules, and all requests for any other information relating to the Park District's implementation of the Illinois Freedom of Information Act should be directed to:

Executive Director
Park District of Oak Park
218 Madison Street
Oak Park, Illinois 60302

The Park District will disclose the public records requested on this Request Form within seven Working Days after the receipt of this Request Form, unless the seven-day period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefor. A denial may be appealed to the President of the Park District within 14 Working Days after the date of the Notice of Denial. All appeals must be in writing. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. For more detailed information, please consult the Park District's Rules and Regulations for Implementation of the Illinois Freedom of Information Act, which are available from the Executive Director of the Park District.

For Park District Use Only

Received by the Park District of Oak Park,
Cook County, Illinois

Date: _____

Time: _____

Method of Delivery:

- Personal Delivery during Business Hours
- Personal Delivery after Business Hours
- Mail Delivery during Business Hours
- Mail Delivery after Business Hours

Park District employee receiving request:

Name: _____

Title: _____

Signature: _____

Response Due: _____

(Seven Working Days after day of receipt)

Park District employee responsible for compiling response:

Name: _____

Title: _____

Freedom of Information Act Compliance

The foregoing information is provided pursuant to Section 4(b) of the Illinois Freedom of Information Act, 5 ILCS 140/4(b).

All inquiries should be directed to:
Executive Director
Park District of Oak Park
218 Madison Street
Oak Park, Illinois 60302



PARK
DISTRICT
OF OAK PARK

218 Madison Street
Oak Park, Illinois 60302
www.oakparkparks.com

Instructions and Information

1. In Section I, describe in detail the public records that you wish to inspect or to have copied or certified. Use a separate sheet if necessary.

Indicate whether you wish only to inspect the public records at the Park District's office or to have the public records copied or certified by checking the appropriate box to the right of each record described.

2. By submitting this Request Form, you are agreeing to pay to the Park District, in advance of receiving copies of any public records, the copying and certification fees set forth in Section II below.

The fees set forth in Section II may be waived or reduced by the Executive Director of the Park District upon proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for such a waiver or reduction, you must complete and separately sign the statement set forth in Paragraph B of Section II.

3. In Section III, indicate the purposes for which you are requesting the public records identified in Section I.

4. The Park District will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for the Requestor to inspect or pick up the copies at the Park District's office and then only upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section IV.

5. You must provide the information requested in Section V.

6. You must sign the statement set forth in Section VI.

I. Request for Records

I hereby request the right to inspect, or to obtain copies or certified copies of, the following public records of the Park District:

Records Requested _____

Inspect Copied Certified

II. Agreement to Pay Fees

A. Unless a waiver is requested and approved pursuant to the Paragraph B of this Section, I agree to pay the following fees for all public records copied or certified at my request:

- 1. Copies — 8 1/2 x 11 \$0.10 per side
- 2. Copies — Oversize \$0.15 per side
- 3. Certification \$1.00 per document plus copy cost

I further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, I shall pay the actual charges that the Park District incurs in connection with such copying services.

B. I request a waiver of the fees set forth in Paragraph A of this Section, and, in support of such request, I do hereby certify and represent that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

Name of Requestor (print)

Signature of Requestor

III. Purpose of Request

I am requesting access to the public records identified in Section I above for the following purpose:

- Research Personal Information News Coverage
 Commercial Use
 Other (please specify) _____

IV. Request for Mail Delivery

I request that the Park District mail to me at the address set forth in Section V below copies of all public records responsive to this request. I understand that I will be

required to, and do hereby agree to, pay the actual postage for such mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the Park District's office because

Signature of Requestor

V. Identification of Requestor

A. Printed name of Requestor:

B. Printed name of person for whom records are being requested (if not Requestor):

C. Address for Responses, Decisions, and Communications:

D. Telephone Numbers of Requestor:

Day: _____
Evening: _____

VI. Signature of Requestor

By signing this Request, I acknowledge and represent that I have reviewed and understood the Park District of Oak Park Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

Signature of Requestor

Date