

Guidelines for submitting a Freedom of Information Act (FOIA) request

The Illinois Freedom of Information Act provides citizens with access to public documents, while protecting legitimate governmental interests and the privacy rights of individual citizens. All Freedom of Information requests submitted to the South Barrington Park District must be in writing. Requests must include the following information:

- Name, mailing address, daytime phone number, and fax number (if available) of the requester;
- A description of the records that are being requested;
- Whether the information is to be used for a commercial purpose; and
- Whether a fee waiver is requested.

A blank FOIA form is provided as an attachment below. Alternatively, you may provide the required information on your organization's official letterhead.

Address your request to:

Freedom of Information Officer
South Barrington Park District
Three Tennis Club Lane
South Barrington, IL 60068

The District will respond in one of the following ways within five business days of receipt of the request:

- Inform you of when and where the information may be inspected or how a copy may be obtained.
- Indicate that more time is needed to fulfill the request; the factors causing the delay and when the response or denial will be available. The response or denial will be made within an additional five business days.
- Deny the request, stating the reasons for the denial.

Failure of the District to respond within five days is deemed a denial. You have the right to appeal any decision to deny access to records, by submitting a request in writing to the Public Access Counselor, Attorney General's Office, 500 S. Second Street, Springfield, Illinois 62706.

The Freedom of Information Officers are Jay Morgan and Barb Lesio.

SOUTH BARRINGTON PARK DISTRICT
ILLINOIS FREEDOM OF INFORMATION ACT
REQUEST FOR PRODUCTION OF PUBLIC RECORDS

I request the right to inspect or to obtain copies of the following public records (be specific and detailed; if needed, use reverse side or attach a separate sheet):

Is this information to be used for commercial purposes? Yes No

If yes, please explain: _____

Check one:

_____ I will inspect the records requested at the Park District office.

_____ I agree to pay- no charge for first black and white 50 pages, \$.15 per page thereafter; oversized - actual cost; color copies - actual cost

Printed Name

Signature

Address

Representing (if other than self)

City, State, ZIP

Date request form submitted

Telephone: (daytime)

FOR OFFICE USE ONLY

Date request form received: _____

Received by name: _____

Copying fee charged (if applicable): \$ _____