



**MUNICIPAL
DIRECTORY**

**PROCEDURES FOR REQUESTING INFORMATION
UNDER THE
*FREEDOM OF INFORMATION ACT (FOIA)***

Board Adopted December 20, 2012

MUNICIPAL DIRECTORY

PROCEDURES FOR REQUESTING INFORMATION UNDER THE FREEDOM OF INFORMATION ACT (FOIA)

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Date Approved by Executive Director

Director's Signature: _____

Revise/Reviewed: 2/1/2013, 7/10/2013, 8/21/13, 11/19/13, 03/10/14, 03/20/14, 5/15/14, 07/9/14,

7/18/14, 5/21/15, 9/24/25, 3/24/16, 5/19/16, 9/20/16, 1/5/17, 3/17/17, 5/18/17, 9/14/17, 11/21/18

3/26/19, 5/16/19, 9/30/19, 2/7/20, 6/19/20

MUNICIPAL DIRECTORY WARRENVILLE PARK DISTRICT

PROCEDURES FOR REQUESTING INFORMATION UNDER THE FREEDOM OF INFORMATION ACT (FOIA)

The following Acts that are referenced within the document and can be downloaded from Illinois General Assembly Website at www.ilga.gov.

- *The Freedom of Information Act (FOIA) 5 ILCS 140*
- *The Open Meeting Act (OMA) 5 ILCS 120*
- *The Prevailing Wage Act 820 ILCS 130*

A. MISSION STATEMENT

“Providing opportunities that enrich the mind, body and spirit.”

“The Warrenville Park District is committed to providing recreation programs and outdoor experiences that offer opportunities for growth in health, wellness, and social experience while encouraging diversity and environmental sustainability.”

B. VISION STATEMENT

“We strive to be an innovative park district that is recognized by our community as a provider of exceptional parks and recreation services.” The Park District will continue to seek input to assess, understand, and exceed the community’s park and recreation needs and expectations.

C. CORE VALUES STATEMENT

Accountability: Make the most effective use of all Park District assets

Community: Work together to create a fun, safe and nurturing environment, built on community spirit

Excellence: Operate with professionalism, integrity, honesty, teamwork, and ethical practices

Sustainability: Strive to be a leader in green practices and environmental awareness

Mission/Vision/Values Adopted and Revised by the Warrenville Park District Board of Commissioners on October 25, 2012.

D. PURPOSE

The Warrenville Park District is a local government agency located in DuPage County and covers approximately 14 square miles. The District is governed by a five-member Warrenville Park District Board of Commissioners who are elected at large and serve four-year terms. The District provides park and recreation programs and services for the Warrenville community with an estimated population of 13,336 and small portions of Aurora, Naperville and West Chicago.

The Warrenville Park District dates back to 1964 when it was incorporated as the Round Grove Park District, which remained relatively dormant until 1979 when it was revitalized by residents. In the early 1980s, board elections were held and the first taxes were levied.

Summerlakes Park was the first property owned by the District. It was received as a donation, and then developed through the assistance of a state grant.

By the late 1980's the first employee was hired, and in 1990 the name was changed to Warrenville Park District. Also in 1990, a referendum was passed, which expanded the boundaries of the District and incorporated most of the City of Warrenville.

The Warrenville Park District began very small and has strived to continue to grow and prosper with a vision to be the best-in-class provider of parks and recreation opportunities for the Warrenville community.

E. OPERATING BUDGET

The total annual operating budget of the Warrenville Park District for the fiscal year beginning May 1, 2020 and ending April 30, 2021 was adopted on April 23, 2020 in the total amount of \$3,481,893.

F. WARRENVILLE PARK DISTRICT FACILITIES

The District owns and maintains four buildings:

Recreation Center 3S260 Warren Avenue Warrenville, IL 60555	Warrenville Community Building 3S240 Warren Avenue Warrenville, IL 60555
Maintenance Building 3S310 Curtis Avenue Warrenville, IL 60555	Cold Storage Building 3S010 Talbot Avenue Warrenville, IL 60555

G. BOARD OF COMMISSIONERS

Policy making and legislative authority are vested in the Warrenville Park District Board of Commissioners, which is comprised of five (5) duly elected or appointed Park District residents. The Board is elected on a nonpartisan, at-large basis. Each Commissioner is elected to a term of four (4) years. The governing body is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring the Park District Executive Director. The Executive Director is responsible for carrying out the policies and ordinances of the Board, for overseeing the day-to-day operations of the Park District, and for appointing the heads of the Park District departments.

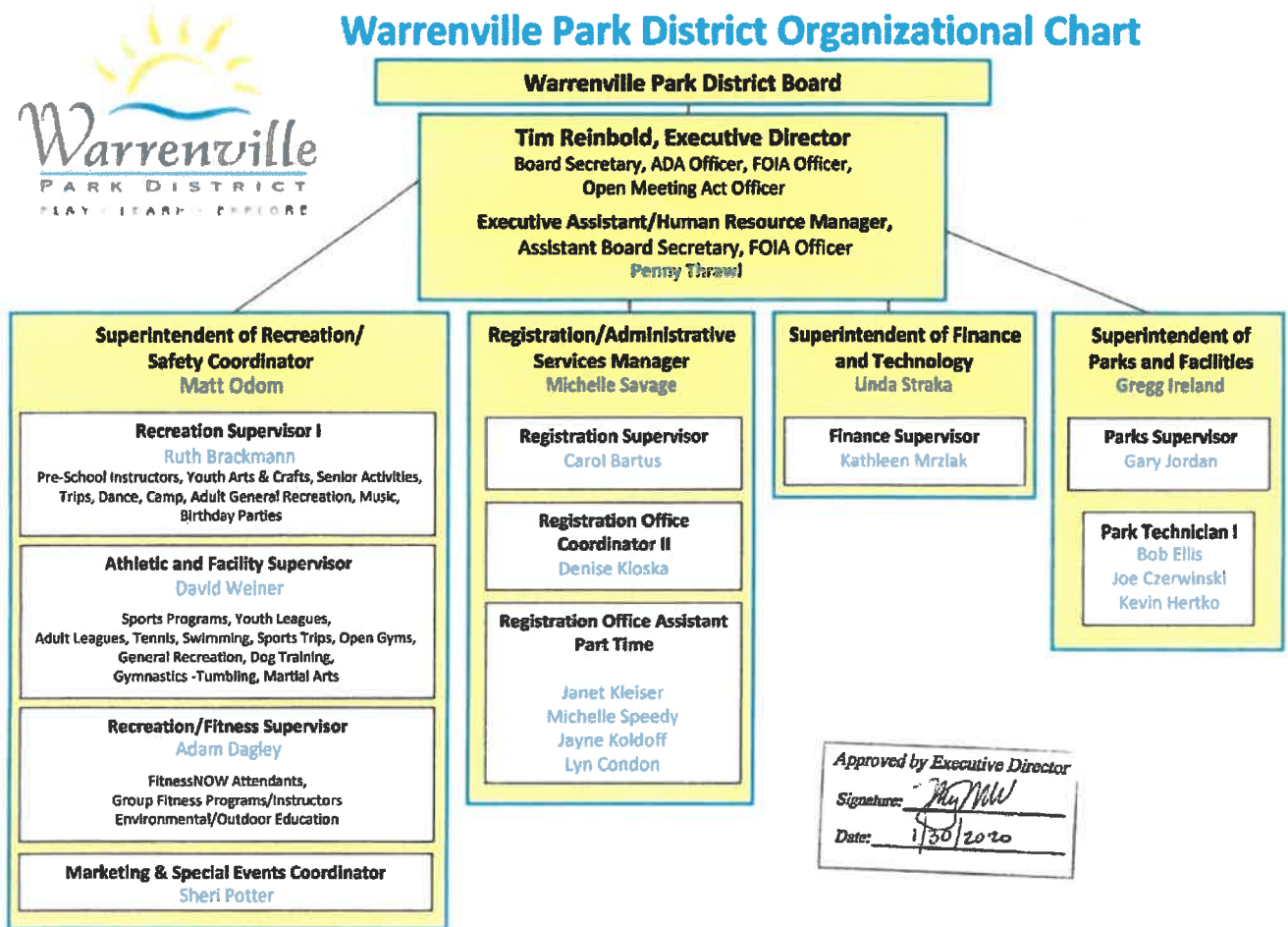
Warrenville Park District Board of Commissioners:

<u>COMMISSIONER NAME</u>	<u>TITLE</u>	<u>TERM EXPIRES</u>
Barb Thornbury	President	April 2023
Nicole Prater	Vice President	April 2021
Tina Coons	Treasurer	April 2021
Colin A. Wilkie	Assistant Treasurer	April 2021
Denise DiCianni	Commissioner	April 2023

H. EMPLOYEES

The Warrenville Park District employs twelve (15) full-time and sixty-seven (67) part-time and short-term employees for approximately eighty-two (82) employees.

I. ORGANIZATIONAL CHART



Full and Permanent Part Time Employees
Organizational Chart

Updated: 1/29/20, 9/23/19, 7/22/19, 5.1.19, 3/26/19, 11/20/18, 10/25/18, 6/12/18, 9/14/17, 5/1/17, 3/14/17, 2/21/17, 2/1/17, 1/4/17, 9/16/16, 5/12/16, 3/23/16, 4/8/15, 7/16/14, 3/7/14, 11/19/13

J. REQUESTS FOR PUBLIC RECORDS

In compliance with the *Illinois Freedom of Information Act*, the Warrenville Park District provides the following information to assist citizens who ask for access to records authorized under the *Act*.

1. Each public body shall make available to any person, for inspection or copying, all public records, except as otherwise provided in *Section 7 of the Freedom of Information Act*. Notwithstanding any other law, a public body may not grant to any person or entity, whether by contract, license, or otherwise, the exclusive right to access and disseminate any public record as defined in the *Act* (5 ILCS 140/3)
2. Subject to the fee provisions of *Section 6 of the Freedom of Information Act*, each public body shall promptly provide, to any person who submits a request, a copy of any public record required to be disclosed by subsection (a) of *Section 3 of the Freedom of Information Act* and shall certify such copy if so requested.

3. Requests for inspection or copying of public records must be made in writing and directed to the Warrenville Park District. Written requests may be submitted via personal delivery, mail, email, fax, or other means available to the District. A written request does not have to be made on a standard form, though the Warrenville Park District does provide a *Freedom of Information Form* online at www.warrenvilleparks.org or available at the Park District Administrative Office. It is not required to specify the purpose for a request, except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver. All requests for inspection and copying received are immediately forwarded to its Freedom of Information officer or designee.
4. When submitting your written request, please be as specific as possible. *The Freedom of Information Act* is designed to allow you to receive copies of and/or inspect public records. It is not designed to require a public body to answer questions.

K. FREEDOM OF INFORMATION OFFICER

Warrenville Park District Freedom of Information Officers:

Tim Reinbold and/or Penny Thrawl
Warrenville Park District
3S260 Warren Avenue
Warrenville, IL 60555
Phone: 630-393-7279
Fax: 630-393-1214
email: timr@warrenvilleparks.org or
pennyt@warrenvilleparks.org

Recreation Center Administration Office Hours:

Monday through Friday	9:00 a.m. to 4:00 p.m.
Saturday and Sunday	CLOSED

L. REQUESTS FOR COMMERCIAL PURPOSES

1. "Commercial purpose" means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.
2. A public body shall respond to a request for records to be used for a commercial purpose within twenty-one (21) working days after receipt. The response shall (i) provide to the requester an estimate of the time required by the public body to provide the records requested and an estimate of the fees to be charged, which the public body may require the person to pay in full prior to copying the requested documents; (ii) deny the request pursuant to one or more of the exemptions set out in the *Freedom of Information Act*; (iii) notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or (iv) provide the records requested. (5 ILCS 140/3.1)

3. Unless the records are exempt from disclosure, a public body shall comply with a request within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.
4. It is a violation of the *Freedom of Information Act* for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.

M. OTHER INFORMATION REQUESTS

For information or questions related to facility rentals, program dates and times, brochure questions, instructor questions, program registrations and payments, the individual should call or visit the Registration Desk in the main lobby of the Recreation Center.

Warrenville Park District Recreation Center
3S260 Warren Avenue
Warrenville, IL 60555
630-393-7279
630-393-7282
www.warrenvilleparks.org

N. FEE SCHEDULE FOR PUBLIC RECORDS

When a person requests a copy of a record maintained in an electronic format, the District shall furnish it in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the District shall furnish it in the format in which it is maintained by the District.

1. Paper Format:

The fee schedule for duplication of public records is as follows:

The first fifty (50) pages for black & white, letter or legal-sized copies shall be at no charge to the requestor.

The charge after the first fifty (50) copies will be .10 cents per page.

If the Park District provides copies in color or in a size or format other than letter or legal, the Park District will charge for its actual cost for reproducing the records.

2. Certification of Documents:

The charge for certification of documents is an additional \$1.00 per document.

3. Recorded Format:

The charge for recorded formats on computer disks will be at the Park District's actual cost of said disk.

4. Inspection of Records:

There will be no fees charged for the visual inspection of records.

O. CATEGORIES OF RECORDS AVAILABLE

1. Definitions, as used in the *FREEDOM OF INFORMATION ACT* (Section 2 of the *Freedom of Information Act*):

- a. **"Public body"** means all legislative, executive, administrative, or advisory bodies of the State, state universities and colleges, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees, or commissions of the State of Illinois, any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees thereof, and a School Finance Authority created under Article 1E of the School Code. "Public body" does not include a child death review team or the Illinois Child Death Review Teams Executive Council established under the Child Death Review Team Act.
- b. **"Person"** means any individual, corporation, partnership, firm, organization or association, acting individually or as a group.
- c. **"Public records"** means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.
- d. **"Private information"** means unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home addresses and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person.
- e. **"Commercial purpose"** means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.
- f. **"Copying"** means the reproduction of any public record by means of any photographic, electronic, mechanical or other process, device or means now known or hereafter developed and available to the public body.
- g. **"Head of the public body"** means the president, mayor, chairman, presiding officer, director, superintendent, manager, supervisor or individual otherwise holding primary executive and administrative authority for the public body, or such person's duly authorized designee.
- h. **"News media"** means a newspaper or other periodical issued at regular intervals whether in print or electronic format, a news service whether in print or electronic format, a radio station, a television station, a television network, a community antenna television service, or a person or corporation engaged in making news reels or other motion picture news for public showing.

2. Information available through the *Freedom of Information Act*

- a. All records in the custody or possession of a public body are presumed to be open to inspection or copying. Any public body that asserts that a record is exempt from disclosure has the burden of proving by clear and convincing evidence that it is exempt.
- b. Records of funds. All records relating to the obligation, receipt and use of public funds of the State, units of local government, and school districts are public records subject to inspection and copying by the public.
- c. Payrolls. Certified payroll records submitted to a public body under *Section 5(a)(2) of the Prevailing Wage Act* are public records subject to inspection and copying in accordance with the provisions of the *Freedom of Information Act*; except that contractors' employee' addresses, telephone numbers, and social security numbers must be redacted prior to disclosure.
- d. Settlement agreements. All settlement agreements entered into by or on behalf of a public body are public records subject to inspection and copying by the public, provided that information exempt from disclosure under *Section 7 of the Freedom of Information Act* may be redacted.

Examples of Records Available through the *Freedom of Information Act (FOIA)*

- Administrative Manuals
- Annual Treasurer's Receipts and Disbursement Reports
- Application for Use of Park District Facilities/Equipment
- Bids for Equipment or Services
- Cancelled Checks, Bank Statements, Deposit Slips
- Cash Receipts
- Cash Receipts Control
- Check Stubs and Copies
- Contracts for Construction Projects
- Credit Memoranda
- Employee Manuals
- General Ledger and Journals
- Insurance Policies
- Insurance Waivers
- Minutes of Board Meetings (except Closed Session Minutes unless and until Released to Public Record)
- Minutes of Committee Meetings
- Miscellaneous Correspondence
- Monthly Financial Statements
- Ordinances
- Outside Audit Reports
- Paid Bills and Invoices
- Permission Slips
- Plats of Survey for Parks
- Policies
- Procedures
- Program Brochures
- Resolutions
- Safety Manuals

The above list is merely a listing of the most commonly requested documents. It is not to be construed as exhaustive or limiting.

P. EXEMPTIONS (*Section 7 of the Freedom of Information Act*)

There are a number of exemptions from inspection and copying provided through *Section 7 of the Freedom of Information Act*.

The following list contains some of the more significant exemptions:

1. When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under *Section 7 of the Freedom of Information Act*, but also contains information that is not exempt from disclosure, the public body may elect to redact the information that is exempt. The public body shall make the remaining information available for inspection and copying. Subject to this requirement, the following shall be exempt from inspection and copying:
 - a. Information specifically prohibited from disclosure by federal or State law or rules and regulations implementing federal or State law.
 - b. Private information, unless disclosure is required by another provision of the *Freedom of Information Act*, a State or federal law or a court order.
 - c. Personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. "Unwarranted invasion of personal privacy" means the disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information. The disclosure of information that bears on the public duties of public employees and officials shall not be considered an invasion of personal privacy.
 - d. Records in the possession of any public body created in the course of administrative enforcement proceedings, and any law enforcement or correctional agency for law enforcement purposes, but only to the extent that disclosure would:
 - (1) Interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement or correctional agency that is the recipient of the request;
 - (2) Interfere with active administrative enforcement proceedings conducted by the public body that is the recipient of the request;
 - (3) Create a substantial likelihood that a person will be deprived of a fair trial or an impartial hearing;
 - (4) Unavoidably disclose the identity of a confidential source, confidential information furnished only by the confidential source, or persons who file complaints with or provide information to administrative, investigative, law enforcement, or penal agencies; except that the identities of witnesses to traffic accidents, traffic accident reports, and rescue reports shall be provided by agencies of local government, except when disclosure would interfere with an active criminal investigation conducted by the agency that is the recipient of the request;
 - (5) Disclose unique or specialized investigative techniques other than those generally used and known or disclose internal documents of correctional agencies related to detection, observation or investigation of incidents of crime or misconduct, and disclosure would result in demonstrable harm to the agency or public body that is the recipient of the request;
 - (6) Endanger the life or physical safety of law enforcement personnel or any other person; or
 - (7) Obstruct an ongoing criminal investigation by the agency that is the recipient of the request.

- e. Records that relate to or affect the security of correctional institutions and detention facilities.
- f. Preliminary drafts, notes, recommendations, memoranda and any other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body. The exemption provided in this paragraph extends to all those records of officers and agencies of the General Assembly that pertain to the preparation of legislative documents.
- g. All trade secrets and commercial or financial information obtained by a public body, including a public pension fund, from a private equity fund or a privately held company within the investment portfolio of a private equity fund as a result of either investing or evaluating a potential investment of public funds in a private equity fund. The exemption contained in this item does not apply to the aggregate financial performance information of a private equity fund, nor to the identity of the fund's managers or general partners. The exemption contained in this item does not apply to the identity of a privately held company within the investment portfolio of a private equity fund, unless the disclosure of the identity of a privately held company may cause competitive harm. Nothing contained in this paragraph shall be construed to prevent a person or business from consenting to disclosure.
- h. Proposals and bids for any contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contractor agreement with the body, until an award of final selection is made. Information prepared by or for the body in preparation of a bid solicitation shall be exempt until an award or final selection is made.
- i. Valuable formulae, computer geographic systems, designs, drawings and research data obtained or produced by any public body when disclosure could reasonably be expected to produce private gain or public loss. The exemption for "computer geographic system" provided in this paragraph does not extend to requests made by news media as defined in *Section 2 of the Freedom of Information Act* when the requested information is not otherwise exempt and the only purpose of the request is to access and disseminate information regarding the health, safety, welfare, or legal rights of the general public.
- j. Architects' plans, and engineers' technical submissions, and other construction related technical documents for projects not constructed or developed with public funds, including but not limited to power generating and distribution stations and other transmission and distribution facilities, water treatment facilities, airport facilities, sport stadiums, convention centers, and all government owned, operated, or occupied buildings, but only to the extent that disclosure would compromise security.
- k. Minutes of meetings of public bodies closed to the public as provided in the *Open Meetings Act*, until the public body makes the minutes available to the public under *Section 2.06 of the Open Meetings Act*.
- l. Communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.
- m. Records relating to a public body's adjudication of employee grievances or disciplinary cases; however, this exemption shall not extend to the final outcome of cases in which discipline is imposed.

- n. Administrative or technical information associated with automated data processing operations, including but not limited to software, operating protocols, computer program abstracts, file layouts, source listings, object modules, load modules, user guides, documentation pertaining to all logical and physical design of computerized systems, employee manuals, and any other information that, if disclosed, would jeopardize the security of the system or its data or the security of materials exempt under this *Section 2.06 of the Open Meeting Act*.
 - o. Records relating to collective negotiating matters between public bodies and their employees or representatives, except that any final contract or agreement shall be subject to inspection and copying.
 - p. The records, documents and information relating to real estate purchase negotiations until those negotiations have been completed or otherwise terminated. With regard to a parcel involved in a pending or actually and reasonably contemplated eminent domain proceeding under the *Eminent Domain Act*, records, documents and information relating to that parcel shall be exempt except as may be allowed under discovery rules adopted by the Illinois Supreme Court. The records, documents and information relating to a real estate sale shall be exempt until a sale is consummated.
 - q. Any and all proprietary information and records related to the operation of an intergovernmental risk management association or self-insurance pool or jointly self-administered health and accident cooperative or pool. Insurance or self-insurance (including any intergovernmental risk management association or self insurance pool) claims, loss or risk management information, records, data, advice or communications.
 - r. Information contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of a public body responsible for the regulation or supervision of financial institutions or insurance companies, unless disclosure is otherwise required by State law.
 - s. Vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks upon a community's population or systems, facilities, or installations, the destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of the personnel who implement the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations.
2. A public record that is not in the possession of a public body but is in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the public body, and that directly relates to the governmental function and is not otherwise exempt under the *Freedom of Information Act*, shall be considered a public record of the public body, for purposes of the *Act*.
 3. *Section 7 of the Freedom of Information Act* does not authorize withholding of information or limit the availability of records to the public, except as stated in *Section 7 of the Freedom of Information Act* or otherwise provided in this *Act*.
 4. Statutory Exemptions. To the extent provided for by the statutes referenced in the *Freedom of Information Act*, certain other documents shall be exempt from inspection and copying.

Q. TIME FRAME FOR RESPONDING TO *FREEDOM OF INFORMATION ACT* REQUESTS

1. Each public body shall, promptly, either comply with or deny a request for public records within five (5) business days after its receipt of the request, unless the time for response is properly extended under *subsection Section 3 (e) of the Freedom of Information Act*. Denial shall be in writing as provided in *Section 9 of the Freedom of Information Act*. Failure to comply with a written request, extend the time for response, or deny a request within five (5) business days after its receipt shall be considered a denial of the request. A public body that fails to respond to a request within the requisite periods in *Section 3 of the Freedom of Information Act* but thereafter provides the requester with copies of the requested public records may not impose a fee for such copies. A public body that fails to respond to a request received may not treat the request as unduly burdensome under *subsection (g) of Section 3 of the Freedom of Information Act*.
2. The time for response under *Section 3 of the Freedom of Information Act* may be extended by the public body for not more than five (5) business days from the original due date for any of the following reasons:
 - a. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
 - b. The request requires the collection of a substantial number of specified records;
 - c. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
 - d. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
 - e. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under *Section 7 of the Freedom of Information Act* or should be revealed only with appropriate deletions;
 - f. The request for records cannot be complied with by the public body within the time limits prescribed by paragraph 3 under "Request for Public Records" Item J. above without unduly burdening or interfering with the operations of the public body;
 - g. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.
3. The person making a request and the public body may agree in writing to extend the time for compliance for a period to be determined by the parties. If the requester and the public body agree to extend the period for compliance, a failure by the public body to comply with any previous deadlines shall not be treated as a denial of the request for the records.
4. When additional time is required for any of the above reasons, the public body shall, within five (5) business days after receipt of the request, notify the person making the request of the reasons for the extension and the date by which the response will be forthcoming. Failure to respond within the time permitted for extension shall be considered a denial of the request. A public body that fails to respond to a request within the time permitted for extension but thereafter provides the requester with copies of the requested public records may not impose a fee for those copies. A public body that requests an extension and subsequently fails to respond to the request may not treat the request as unduly burdensome under *subsection 5 of the Freedom of Information Act* below.

5. Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the complying public body and there is no way to narrow the request and the burden on the public body outweighs the public interest in the information. Before invoking this exemption, the public body shall extend to the person making the request an opportunity to confer with it in an attempt to reduce the request to manageable proportions. If any public body responds to a categorical request by stating that compliance would unduly burden its operation and the conditions described above are met, it shall do so in writing, specifying the reasons why it would be unduly burdensome and the extent to which compliance will so burden the operations of the public body. Such a response shall be treated as a denial of the request for information.

Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under the *Freedom of Information Act* shall be deemed unduly burdensome under this provision.

6. Each public body may promulgate rules and regulations in conformity with the provisions of Section 3, Item J above pertaining to the availability of records and procedures to be followed, including:
 - a. The times and places where such records will be made available;
 - b. The persons from whom such records may be obtained.
7. The time periods for compliance or denial of a request to inspect or copy records set out in Section 3, Item J shall not apply to requests for records made for a commercial purpose. Such requests shall be subject to the provisions of *Section 3.1* of the *Freedom of Information Act*.

R. FORM FOR REQUESTING PUBLIC RECORDS

The following form may be used to request copying or requesting public records, see page 14.

**REQUEST FOR RECORDS IN ACCORDANCE
WITH THE *FREEDOM OF INFORMATION ACT***

I am requesting to: Copy ____ Inspect ____ Certified ____ the following public records:

Requested by: Name: _____
Address: _____
City/ State/ Zip: _____
Phone: _____ Fax (Optional): _____
E-mail Address (Optional): _____

INFORMATION REQUESTED: (Please be specific): _____

Will this material be used for commercial purposes? YES or NO

(It is a violation of the *Freedom of Information Act* for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6/(c)).

Do you want copies of the documents? YES or NO

Do you want Electronic Copies or Paper Copies? _____

If you want Electronic Copies, in what format? _____

The first fifty (50) pages of black and white, letter or legal sized copies will be at no charge to the requestor. The charge after the first fifty (50) copies will be .10 cents per page. If the Park District provides copies in color or in a size other than letter or legal, the Park District will charge for its actual cost for reproducing the records. Certification of documents is an additional \$ 1.00 per document.

A response to your request will be made within five (5) working days of the receipt of this request. If request for records is to be used for a commercial purpose, the District shall respond within twenty-one (21) days after the receipt of such request.

Please return with a copy of this request on: _____

Information Received:

Date: _____

BY: _____
Print Name

Signature

Number of Photocopies: _____

Total Cost: _____

Photocopying Fees: _____

Paid in Full: _____

Certified Fees: _____

Form of Payment: _____

For Office Use Only:

Request Taken By: _____ Date: _____ Time: _____

Information Given By: _____ Date: _____ Time: _____

Additional time requested by: _____ Date: _____ Time: _____

Denial Sent by _____ Date: _____ Time: _____

Given to/ Sent to: _____ Date: _____ Time: _____

Authorized by: Executive Director: _____

Board Secretary: _____