

Freedom of Information Act (FOIA)

HOW TO SUBMIT A FOIA REQUEST

1. All requests must be submitted in writing. You may use the District's FOIA form (see the following pages) but you are not required to use a specified form. The request may be delivered in person, by mail, by fax or by e-mail.

In person or via postal mail to the following:

**Freedom of Information Officer
DeKalb Park District
1403 Sycamore Road
DeKalb, IL 60115**

Fax to: **815-758-4081 Attn: FOIA Officer**

E-mail to: foiaofficer@dekalbparkdistrict.com

2. Be as specific as possible when identifying the documents you wish to obtain so the District can find the requested records. Providing as much information as possible in your request on the subject matter may expedite the search process.
3. Let the District know whether you wish to examine the records in person, have paper copies made, or receive the records in electronic format (if they already exist in electronic format).
4. Include your name, address, the date and a daytime phone number, so that the District can contact you if there are questions.

Questions regarding the FOIA process can be answered by calling the FOIA Officer at the DeKalb Park District: **815-758-6663**.

The District must respond to a FOIA request within 5 business days after the District receives the request. Day 1 of the 5-day timeline is the first business day after the request is received.

If additional time is needed, the District must notify the requestor in writing within 5 business days after the receipt of the request. The statutory reasons for the extension and when the requested information will be produced shall be stated in the notification.

The following records are immediately available to the public on the District's website (no FOIA request required):

- Park Board Meeting Agendas
- Park Board Meeting Minutes 2005-present
- FY 2011 Budget & Appropriation Ordinance
- Annual Treasurer's Report
- Annual Audit Report
- List of Park District Officials

- List of Parks and Facilities
- Park Ordinance Codes
- Organizational Chart
- 2007 Public Opinion Survey
- Strategic Plan 2008-2013

The District can charge for copies made after the first 50 copies (black and white, letter-sized or legal-sized). Additional copies will be 15 cents each. For color copies or abnormal size copies, the District will charge the actual cost of copying. The District will charge the cost of a CD, if requested and available, in electronic format.

If the FOIA request is denied, you will receive written notice with a specific legal reason under the Freedom of Information Act to justify the denial. You may contact the Public Access Counselor (PAC) in the Attorney General's office if you wish to file a Request for Review of the issue.

publicaccess@atg.state.il.us

See next page for the DeKalb Park District's FOIA request form.

**DEKALB PARK DISTRICT
PUBLIC RECORDS REQUEST FORM
PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT**

(Please print)

DATE OF REQUEST _____

NAME

ADDRESS

TELEPHONE

E-MAIL

Is this request for Commercial Purposes? yes no

Information being requested and in what format? Be as specific as possible.

If we have questions concerning your request, what is the best way to contact you?

SIGNATURE of person making request: _____

To be completed by the District's FOIA Officer:

Date Request Received: _____ *[date stamp]*

Request fulfilled Date: _____

(Or- If Request Denied, attach letter of explanation)

Description of Document(s) provided: _____

Charges for Requested Information: \$ _____ *Date Pd.* _____

Signature of FOIA Officer: _____