



**Huntley Park District
Freedom of Information Act (FOIA)
Request Form**

The Huntley Park District makes every effort to comply with the State of Illinois Public Freedom of Information Act (FOIA) that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. FOIA requests may be submitted to the Administration office in-person or by mail to 12015 Mill St. Huntley, IL 60142, faxed to (847)669-2836 or e-mail to scrowe@huntleyparks.org. Freedom of Information Request Forms may be obtained by calling (847)669-3180 or downloaded from the District's website www.huntleyparks.org.

Date of Request

Name of Requestor (please print)

Name of Organization/Business (if applicable)

Mailing Address of Requestor

Daytime Telephone Number

City, State and Zip

Email Address

Pursuant to the Freedom of Information Act, 5 U.S.C. 552, and the Privacy Act, 5 U.S.C. 552a, Privacy Act, 5 U.S.C. 552a, I hereby request access to the records listed below. Describe **in detail** the subject or document(s) containing the information requested – **be as specific as possible**.

Will the information requested be used for commercial purposes? Yes 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)).

The first 50 pages for black and white, letter or legal sized copies (8 ½ x 11 or 11 x 14), are available free of charge. A fee of .15¢ per page, which is reasonably calculated to reimburse the Park District for the actual costs of reproducing or certifying the public records, will be charged for copies exceeding 50 pages.

Are you requesting a fee waiver? (If yes, state reason below) Yes 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)).

The Park District will respond to your request within five (5) business days (21 business days for commercial requests) as provided by law. If your request is denied in whole or in part, justification for withholding records will be provided to you. Any segregated portions that are not exempt will also be disclosed to you.

Signature of Requestor

Upon completion of my request:

- Call** me at the number listed above **Mail** response to address listed above
- Email** me at the email listed above **Fax** response to: _____