



REQUEST FOR ACCESS TO PUBLIC RECORDS
PURSUANT TO THE FREEDOM OF INFORMATION ACT (5 ILCS 140)

Date of Request

Street Address of Requestor

Printed Name of Requestor

City, State and ZIP

Signature of Requestor

Daytime phone number

Organization or news site of Requestor
(if applicable)

Email Address

This is a request for commercial purpose
(please check if applicable. Response time: 21 working days of receipt)

I hereby request access to the following records (describe specifically):

Large empty box for describing records.

You always have the right to review and/or receive hard copies of released records.

Please check your preferred method of access:

Inspection of the records at the Park District Office (no fees apply)

A Paper Copy
- No fee applies for first 50 pages of black and white, letter or legal sized copies
- Copy fee applies for page 51 onward - \$0.15 per 8 1/2 x 11 page or \$0.30 two-sided
\$.20 per 8 1/2 x 14 page or \$.40 two-sided
Choose ONE:
(a) I will pick-up at the Park District Office (b) Please mail to the above address
(c) Please fax to #

An Electronic copy of the documents. This option is only available if the document(s) currently exist in that form.

FOR OFFICE USE ONLY

The District's response and records were accessed by (check one): Inspection Pick-Up Mail Fax Email

DATE: TIME: am/pm PLACE: AMT. REC'D:

Check # Cash

Witness Signature:



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DETAILS OF REQUEST

(to be completed by District staff)

Contact With Requestor:

(1) Purpose:
Form of Contact: Date: Time: Initials:

(2) Purpose:
Form of Contact: Date: Time: Initials:

(3) Purpose:
Form of Contact: Date: Time: Initials:

(4) Purpose:
Form of Contact: Date: Time: Initials:

Signature of Park District Employee, verifying completion of request:

Title of Park District Employee:

Date of Completion:

Number of pages

(check one) emailed faxed copied @ \$/page

Table with 2 columns: Selection, Description. Rows include: No Fee first 50 pages of 8 1/2 x 11 Black and White; 8 1/2 x 11 @ \$0.15 per page or \$0.30 per two-sided page of Black and White page 51 onward; 8 1/2 x 14 @ \$0.20 per page or \$0.40 two sided of Black and White; Total Cost \$

Comments: