

ADDISON PARK DISTRICT

FREEDOM OF INFORMATION ACT REQUEST FOR PUBLIC RECORDS

This form is made available for the convenience of making Freedom of Information Act “FOIA” requests. You are not required to utilize this form, unless your request is for commercial purpose. *All FOIA requests for commercial purposes must be submitted on this form (see below).* All FOIA requests must be in writing, but may be submitted either by personal delivery, U.S. Mail to 120 E Oak St., Addison, IL 60101, by facsimile to 630.833.6025, or e-mail to FOIA@addisonparks.org

FROM:

_____ Name

_____ Address

_____ Phone Contact

_____ E-Mail Address

DESCRIPTION/TITLES OF REQUESTED RECORD(S):

Check all of the following that are applicable:

_____ I wish only to inspect these records at the office of the Freedom of Information Officer. I understand that inspection is available only during business hours Monday through Friday, except legal holidays, from 9:00 a.m. to 5 p.m.

_____ I request copies these documents in the following format, *if available*, and agree to pay the charges as indicated. If requested format is not available, you will be contacted to select another:

(updated 08/13)

Format:

8 1/2" x 11", or legal, black & white, on white paper

First 50 pages are free; \$.15 per page above 50.

Other color print or paper stock

Actual cost of reproduction.

CD ROM

\$.[] per disk.

Micro-cassette tape

\$ [] per tape.

Other electronic

Actual cost of medium.

Delivery Method:

I request that copies be sent via U.S. Mail

\$ [] actual cost of postage

I request that the material be e-mailed, if available.

REQUESTS FOR COMMERCIAL PURPOSE *It is mandatory to identify if this is a commercial request*); A request is considered "for a commercial purpose" if all or any part of the information will be used in any form for sale, resale, solicitation or advertisement for sales or services. Failure to disclose whether a request is for a commercial purpose is a prosecutable violation of FOIA.

I understand that any payment need be received before documents are copied and/or mailed.

Please note oral communication or other information at the bottom of this form.

*****For FOIA Office Use Only*****

Date Request
Received

Date Response
Due

Date Extended
Response Due

Total Cost

Date Documents
Provided/Inspected