



## Freedom of Information Act (FOIA) Request Form

**PLEASE PRINT CLEARLY**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Pursuant to 5 ILCS 140/1 et seq., "Freedom of Information Act," I request the following public record(s) from the Glencoe Park District. (In order to expedite your request, please be as specific as possible in describing the document(s) you are requesting).

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this request for a commercial purpose?  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 asked to do so by the public body. 5 ILCS 140/3.1(c))*

Documents:

Inspect documents at the Park District's Administrative Office

A copy of the documents in this format (e.g. hard copies, emailed, etc.): \_\_\_\_\_

Transfer of Documents:

Pick up at the Registration Desk at Takiff Center, 999 Green Bay Rd., Glencoe, IL 60022

Email digital version to email address listed above

The Park District has five (5) business days to respond to non-commercial requests, unless a reason for a time extension is invoked by the Park District pursuant to 5 ILCS 140/3(d). There is no charge for the first 50 pages of black and white letter or legal sized copies. There is a \$0.15 charge for each additional page. Copies of irregular shaped, color or different format will be charged at cost. There is no charge to inspect records only. If you wish to request a fee waiver for copying 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)

Requestor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Freedom of Information Act Officers**

Jenny Runkel  
Administrative Assistant  
847-835-7531  
jrunkel@glencoeParkdistrict.com

Lisa Sheppard  
Executive Director  
847-835-7530  
lsheppard@glencoeParkdistrict.com

**Three Options to File a Freedom of Information Act Request at Glencoe Park District:**

1. Email the request to both Jenny Runkel and Lisa Sheppard at the emails listed above. This form is not required, however all information on this form is required to be included in the emailed request.
2. Drop the form at the registration desk located at Takiff Center 999 Green Bay Rd, Glencoe, IL 60022
3. Mail the form to:       Attn: FOIA Request  
                                  Glencoe Park District  
                                  999 Green Bay Rd  
                                  Glencoe, IL 60022

**Additional Information:**

- Mailed or in-person requests: Mailed and in-person requests will be date/time stamped.
- Emailed requests: Emailed requests are date/time stamped within the software.
- All response deadlines will be set according to the date/time the request is received.
- **For more information or questions, please call/email either of the FOIA officers above or visit [https://illinoisattorneygeneral.gov/government/FAQ\\_FOIA\\_Public.pdf](https://illinoisattorneygeneral.gov/government/FAQ_FOIA_Public.pdf)**

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***For Park District Use Only***

Date and Time Request Received: \_\_\_\_\_

Date Request Due: \_\_\_\_\_ (5 working days)

Date Request Fulfilled: \_\_\_\_\_

Date Extension Requested: \_\_\_\_\_ Date Extension Granted: \_\_\_\_\_

Date Now Due: \_\_\_\_\_ (5 additional working days from receipt of request)

**ATTACH FOIA RESPONSE**

Date requestor notified ready for pick-up: \_\_\_\_\_ -or- sent to requestor: \_\_\_\_\_