



## Freedom of Information Act (FOIA) Request Form

Name: \_\_\_\_\_

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

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

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

E-mail Address: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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))*

I want:  To inspect documents at Park District's Administrative Office  A copy of the documents

Format requested (if not letter or legal sized black and white copies): \_\_\_\_\_

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@glencoe park district.com

Lisa Sheppard  
Executive Director  
847-835-7530  
lsheppard@glencoe park district.com

**Filing a Freedom of Information Act Request**

1. Email the request to both Jenny Runkel and Lisa Sheppard at the emails listed above; form not required, however the information requested on the form is required to be included in the 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 Takiff Center 999 Green Bay Rd, Glencoe, IL 60022

*Please note that mailed and emailed requests will be date/time stamped.  
The response deadline will be set from the date/time the request is received.  
Email will allow for the quickest response.*

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**For Park District Use Only**

Date Request Received: \_\_\_\_\_

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

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: \_\_\_\_\_