Freedom of Information Act (FOIA)
How to Submit a FOIA Request

The Freedom of Information Act (FOIA) is an Illinois state statute that provides the public the right to access government documents and records. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure. The DeKalb Park District has appointed a FOIA Officer to provide public records as expeditiously and efficiently as possible under the law. The District's FOIA Officers are Paul Zepezauer, Executive Director and Jennifer Schneider, Superintendent of Finance.

1. All requests must be submitted in writing. You may use the District's FOIA form (see the following pages) but you are not required to use a specified form. The request may be delivered in person, by mail, or by e-mail.

   In person or via postal mail to the following:
   Freedom of Information Officer
   DeKalb Park District
   1403 Sycamore Road
   DeKalb, IL 60115

   E-mail to: foiaofficer@dekalbparkdistrict.com

2. Be as specific as possible when identifying the documents you wish to obtain so that the District can find the requested records. Providing as much information as possible in your request on the subject matter may expedite the search process.
3. Let the District know whether you wish to examine the records in person, have paper copies made, or receive the records in electronic format (if they already exist in electronic format).
4. Include your name, address, the date and a daytime phone number, so that the District can contact you if there are questions.

Questions regarding the FOIA process can be answered by calling the FOIA Officer at the DeKalb Park District: 815.758.6663.

The District must respond to a FOIA request within five (5) business days after the District receives the request. Day one (1) of the five (5)-day timeline is the first business day after the request is received.

If additional time is needed, the District must notify the requestor in writing within five (5) business days after the receipt of the request. The statutory reasons for the

extension and when the requested information will be produced shall be stated in the notification.

The following records are immediately available to the public on the District's website (no FOIA request required):

- Park Board Meeting Agendas (2015-current calendar year)
- Park Board Meeting Minutes (2011-current calendar year)
- Budget & Appropriation Ordinance (past five years)
- Total Compensation Package (past five years)
- Annual Treasurer's Report (past five years)
- Comprehensive Annual Financial Report (past five years)
- List of Park District Officials
- Park Ordinance Codes

The District can charge for copies made after the first 50 copies (black and white, letter-sized or legal-sized). Additional copies will be 15 cents each. For color copies or abnormal size copies, the District will charge the actual cost of copying. The District will charge the cost of a CD, if requested and available, in electronic format.

If the FOIA request is denied, you will receive written notice with a specific legal reason under the Freedom of Information Act to justify the denial. You may contact the Public Access Counselor (PAC) in the Attorney General's office if you wish to file a Request for Review of the issue. publicaccess@atg.state.il.us

See next page for the DeKalb Park District's FOIA request form.

Public Records Request Form

Pursuant to the Illinois Freedom of Information Act

(PLEASE PRINT)

Date of Request _____

Name _____

Address _____

_____

Telephone _____

Email _____

Is this request for commercial purposes? _____yes _____no

Information being requested and in what format? Be as specific as possible.

_____

_____

_____

If we have questions concerning your request, what is the best way to contact you?

_____

Signature of requestor_____

To be completed by the District's FOIA Officer:

Date request received_____

Request fulfilled date_____

(if denied, attached letter of explanation)

Description of documents provided _____

_____

Charges for requested information $_____ Date paid_____

Signature of FOIA officer_____