



DUNDEE TOWNSHIP PARK DISTRICT
665 Barrington Ave., Carpentersville, IL 60110
(847) 428-7131 x4001 Email: foia@dtpd.org
FREEDOM OF INFORMATION ACT (5 ILCS 140)
REQUEST FOR INSPECTION OR COPYING OF RECORDS

_____ Printed Name of Requestor

 Date of Request

_____ City State Zip

 Requestor's Address

_____ Requestor's Daytime Phone Number

 Requestor's Organization (if applicable)

Are the requested records to be used for commercial purposes? Yes _____ No _____

I request to inspect the following records (please be as specific as possible):

I request the following services:

- _____ Inspection of records only
- _____ Certification of records
- _____ Paper copy of records
- _____ Compact Disc copy of records, if applicable
- _____ Cassette tape copy of records, if applicable
- _____ Electronic copy of records (if available) Email: _____

 Signature of Requestor

For Office Use Only

Date/Time Received _____ Received By _____
 Request Received By: In Person _____ U.S. Mail _____ Email _____
 Date Response Due (5 business days after request receipt): _____
 Date Response Given/Initials _____
 Date/Time of Inspection _____
 Witness to Inspection _____
 Copy Costs Received _____ Cash _____ Check # _____
 Request Denied _____ Date Denial Letter Mailed _____

DUNDEE TOWNSHIP PARK DISTRICT
FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES/RULES

The following procedures/rules have been established to assist in the access of District records.

REQUEST FOR INSPECTION OF RECORDS

1. A written request (preferably on the District supplied form) must be submitted to a Freedom of Information Officer at Dundee Township Park District, 665 Barrington Ave., Carpentersville, IL 60110, or emailed to foia@dtpd.org.
2. The written request must specifically delineate the type of records requested for inspection.
3. The District will respond to the written request for records within five business days of receipt of the written request and within 21 business days for commercial requests. The District may seek an extension of time as provided in the FOIA 3(e).
4. The District within the designated time period will contact the requestor to determine a date and time for inspection or will send a letter to the requestor denying the request. The denial letter will explain the reason for denial, will give the name and title of the person responsible for the denial and will explain the appeal process.
5. The District's FOIA Officer is: Dave Peterson (Executive Director), contact telephone number: 847.428.7131 x4001.

INSPECTION OF RECORDS

1. Records will be inspected at the Administration Building, 665 Barrington Ave., Carpentersville, IL 60110 between the hours of 8:00 am and 4:30 pm, Monday through Friday during days the office is normally open for business.
2. Records will be inspected in the presence of a FOIA Officer or their designee.
3. Records may only be inspected on any one occasion for no more than one hour. If additional time is required, another inspection date will be determined.
4. The requestor may receive copies of the records. The following fee schedule applies:
 - a. Paper copies:
 - 1) Black/white letter/legal: first 50 copies at no charge. Copies over 50 are 15 cents per page side.
 - 2) Black/white larger than legal or letter are 15 cents per page side.
 - 3) Color copies are 15 cents per page side.
 - b. Compact Disc, if applicable: \$1.00 per disc.
 - c. Cassette Tape, if applicable: \$1.50 per tape.
 - d. Electronic copies (if available): no charge

CERTIFICATION OF RECORDS

1. If the requestor requires certification of records the District will present the requestor a certificate that will state the following:
 - a. A list of the records.
 - b. Who determined the records as authentic.
 - c. Where records were located.
 - d. Date and time when records were authenticated.
 - e. Contain the authenticator's signature.
2. The certificate will have the District's seal placed upon it and the authenticator's signature will be notarized.
3. The cost of certifying records is \$1.00.

APPEAL OF RESPONSE

1. The requestor has the right to appeal the District's response to any request.
2. Appeals may be filed with the State of Illinois Public Access Counselor at:

Public Access Counselor
Illinois Attorney General Office
500 S. 2nd Street
Springfield, IL 62701
877-299-3642
Fax: 217-782-1396
publicaccess@atg.state.il.us.

3. The requestor also has the right to file suit for injunctive or declaratory relief in the Circuit Court of Kane County.