

**PLEASANT DALE PARK DISTRICT
REQUEST FOR PUBLIC RECORDS**

FROM: _____

Name of Requestor

Street Address

City, State, Zip

Phone Number

Facsimile Number, if any

E-mail Address, if any

TO: FOIA Officer
Pleasant Dale Park District
7425 S. Wolf Rd.
Burr Ridge, IL 60527

Pursuant to the provisions of the Illinois Freedom of Information Act, I wish to:

_____ Inspect; or

_____ Receive copies of the following public records presently in the custody of the Pleasant Dale Park District (the "District"). (Note: There may be a charge for copies provided, in accordance with the schedule of copying charges available from the FOIA Officer).

- _____ Paper
- _____ Electronic: What format? _____
- _____ Certified copies

Description of Records:

Is this request for a commercial purpose? *(Must be completed for request to be valid. It is a violation of Sec. 3.1 of the Illinois Freedom of Information Act to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the District.)*

_____ YES

_____ NO

Are you requesting a fee waiver or reduction? *Note that fee waivers or reductions are only available if a statement is filed with the District stating the purpose of the request and indicating that a waiver or reduction of the fee is in the public interest, that is, that the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public, and is not for the principal purpose of personal or commercial benefit.*

_____ YES

_____ NO

I understand that the District must respond to a request made for non-commercial purposes within five (5) business days, unless such time limit is extended for five (5) additional business days for reasons stated in Section 3 of the Act. I also understand that the District will respond to a request made for commercial purposes within twenty-one (21) days after receipt, in accordance with Section 3.1 of the Act. Unless the records are exempt from disclosure, the District will comply a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. I further understand that if this request is denied, I may appeal the denial to the Public Access Counselor – Assistant Attorney General.

Requestor

Date

For use of the FOIA Officer only:

Date Request Was Received: _____

Date Response Is Due: _____

Date Response Was Provided: _____

If Request is Approved Immediately:

Your request dated _____ for the above captioned record(s) has been approved, and a copy is/copies are being provided to you

_____ For a cost of \$ _____

_____ Without cost

FOIA Officer

Date

Received on _____ (Date) by _____ (Printed Name).

Signature

**FREEDOM OF INFORMATION REQUESTS
REPRODUCTION FEES**

Except when a fee is otherwise fixed by statute, the following fees are for reproducing requested documents:

- (A) First fifty (50) pages of black and white letter or legal-sized copies: No charge
Pages of black and white letter or legal-sized copies over fifty (50) pages: \$.15 per page
- (B) For color copies or copies of documents in a size other than letter or legal, the fee for reproduction shall be the actual cost of reproduction as billed to the District.
- (C) If mailing of copies is requested, actual postage costs will be added to the reproduction costs set forth in sections (A) and (B) written above.
- (D) Documents may be furnished without charge or at a reduced charge, as determined by the FOIA Officer, if the requestor states the specific purpose for the request indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. For purposes of this document, "commercial benefit" shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public. In setting the amount of the waiver or reduction, the FOIA Officer may take into consideration the amount of materials requested and the cost of copying them.