MEDINAH PARK DISTRICT

## Freedom of Information Act (FOIA)

## Request Form

The Medinah Park District makes every effort to comply with the State of Illinois Public Freedom of Information Act (FOIA) that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. FOIA requests may be submitted to the Administrative Offices in person, by mail or by e-mail. Freedom of Information Request Forms may be obtained by calling 630-893-2560, obtaining a form at our administrative offices or by downloading the form from the District's website at www.medinahparkdistrict.org.

Please use this form to submit a FOIA Request in the event that the information you need is not readily available.

Company/Organization Name (if applicable) _____
Requesters Name: _____
Address: _____
City, State, Zip: _____
E-mail: _____
Telephone: _____ Fax: _____

Is this request for commercial purposes? _____

Information/records being requested (be specific). Also indicate how you prefer to receive your response – mail, email, fax or pickup in person:

_____
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(if additional space is needed, please provide on back of document)

_____ _____
Requester's Signature Date

FOIA requests are accepted in person, by mail, fax or email at the following location:

Medinah Park District Administrative Offices  Attn:  Maria Piworski
22W130 Thorndale Avenue, Medinah, IL  60157
Phone: 630-893-2560  Fax: 224-524-0011
E-mail: maria@medinahparks.org
dan@medinahparks.org

(Do not write below this line)

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Request received by: _____

Date request received: _____  Date request denied: _____

Date response made: _____ Mailed ___  E-mail ____ Fax ____

Time extension requested ___Yes ___No  Extension due date _____

Five (5) additional business days

Copying fees: (.15 cents per page in excess of 50) $_____

_____  _____

Signature of employee responding  Signature of FOIA Officer