

Prospect Heights Park District

REQUEST FOR RECORDS UNDER THE FREEDOM OF INFORMATION ACT (FOIA)

Requestor's Information PLEASE PRINT

NAME:

COMPANY NAME:

ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE:

Home

Work

Cell

EMAIL ADDRESS:

FAX:

Please describe below the public records you are requesting. To expedite the search for records, please be specific.

Is this request for a commercial purpose? A commercial request is a request in which the requestor seeks to use all or part of the record for the sale, resale or solicitation or advertisement for services. Requests made by news media, not-for-profit organizations, scientific organizations or academic organizations are not commercial requests if made for the purposes of journalism, research or similar purposes. 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 requested to do so by the public body 5IL C5 140.3.1(c).

Yes

No

The Prospect Heights Park District will respond to this request within five (5) business days (21 business days if request is for a commercial purpose). If responding to this request requires an extension of time, (5) additional business days will be requested and will be sent to you in writing.

I wish to **REVIEW** material or

I require **COPIES** or

or **BOTH**

Photocopies are 15¢ per page after the first 50 pages.

Signature of person making the request

Mail or Fax to: Christina Ferraro, Executive Director, 110 W. Camp McDonald Rd, Prospect Heights, IL 60070; fax: 847.394.7799

Email: cferraro@phparks.org

(FOR OFFICE USE ONLY)

RESPONSE TO THIS REQUEST MUST BE MADE BY: _____ Date _____