

Freedom of Information Act (FOIA)

The Prospect Heights Park District will disclose records as required by the Freedom of Information Act (FOIA). The District can deny a request for records that are specifically exempt from coverage under the Act, including information that would constitute an unwarranted invasion of personal privacy or a compromised of security.

FOIA Officer

The Prospect Heights Park District FOIA Officer is Christina Ferraro, Executive Director. Her responsibilities include receiving information requests from the public and sending responses in compliance with FOIA

Submitting a FOIA Request

To review a record, a person must submit a request in writing or sent via electronic mail. The requestor must clearly state if the request is going to be used for commercial purposes (for the sale, resale or solicitation or advertisement for sales or services) *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.* 5ILC140.3.1.(c).

Requests can be submitted via the following means:

Christina Ferraro, Executive Director, Prospect Heights Park District

Mail: 110 W. Camp McDonald Road, Prospect Heights IL, 60070

Email: cferraro@phparks.org

Fax: 847.394.7799

Any fees allowable under section 6 of the FOIA

Fees (only applies to hard copies)

The first fifty (50) pages are free. Any page(s) after the first fifty (50) will be \$.15 per page

