

GLENVIEW PARK DISTRICT

Suggested Freedom of Information Act Request Form

For Inspection or Copying of Public Records

A written Glenview Park District Freedom of Information Act request must be presented. You do not need to use this specific form although all required information must be included in any written request. The Glenview Park District reserves the right to charge a fee for reproduction of public records consistent with the schedule of fees (5 ILCS 140/1, et seq.) on the reverse of this form. Payment for copying or certifying public records is due at the time records are copied or certified.

1. Name of person making request: _____

2. Address of person making request: _____

City: _____ State: _____ Zip: _____ Telephone _____

Describe in detail, below, the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified.

The Glenview Park District will respond to the above non-commercial request within five (5) working days from the above date. The District may, however, extend the time for an addition (5) working days for specific reasons which are outlined in the Freedom of Information Act.

CERTIFICATION THAT RECORDS REQUESTED WILL NOT BE USED TO FURTHER A COMMERCIAL PURPOSE

I, _____ hereby certify that neither the information sought, nor any part thereof, will be used in any form for the purpose of furthering any commercial enterprise, as defined in 5 ILCS 140/2 of the Act.

Date: _____
Signature of person making request.

(FOR OFFICE USE ONLY)

Date Received: _____ Request Denied: _____

Date Completed: _____ Denied By: _____

FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS

- No fees will be charged for the first 50 pages of black and white, letter or legal sized copies
- 15 cents per page for additional black and white, letter or legal sized copies
- 50 cents per page for color, letter or legal sized copies
- \$1.00 for each certified document
- Photographs, plats, maps, specifications and other documents greater than 8 ½ x 14 will be reproduced at the market rate
- Fees for electronic records for voluminous requests, as defined by the Freedom of Information Act, are \$20 for not more than 20 megabytes of data, \$40 for more than 2 but less 4 megabytes of data and \$100 for more than 4 megabytes of data.
- In addition to the above fees, commercial requests are charged \$10 per hour (after the first 8 hours) for personnel costs incurred for searching, retrieving and examining the records

You may request a waiver of the of copying fees but you must include a specific explanation as to why your request for information is in the public interest, not simply your personal interest, and merits a fee

All fees for copying or certification of documents are payable at the time copies are made or certified.