



Geneva PARK DISTRICT

Geneva Park District
Administrative Office
710 Western Ave
Geneva, IL 60134
Phone: 630-232-4542
Fax: 630-232-4569
Christy Powell, Chief FOIA Officer

REQUEST FOR PUBLIC RECORDS

1. Complete the following fields. Please Print.

Full Name: _____ Today's Date: ____/____/____

Address: _____
Street City State Zip

Phone (optional): _____ Fax (optional): _____ Email (optional): _____

2. Pursuant to 5 ILCS 140/1 et seq., "Freedom of Information Act," I request the following public record(s) from the Geneva Park District:

3. Would you prefer to (check one): Inspect the documents at the Administrative Office
 Receive copies of the documents

Note: There is no charge for the first 50 pages of black and white letter or legal sized copies. There is a \$0.15 charge for each additional page. There is no charge to inspect records only.

4. How would you prefer to receive the requested documents? (circle one)

Mail Email Fax Pick-up Inspect (at the Administrative Office)

5. The purpose of this request is for (check one): Personal Use Commercial Use

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 5ILCS 140.3.1(c). If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).

Important: The Geneva Park District has five (5) business days to respond to non-commercial requests, unless cause for a time extension is cited by the Park District pursuant to 5ILCS 140/3(d).

Requestor's Signature: _____

For Office Use Only: Receiving FOIA Agent: _____ Request Submitted by (circle one): Email Mail Fax In Person Request Received: _____ (date/time) Response Period Expires: _____ (date/time)
