



# *Geneva Park District*

## *Freedom of Information Packet*

FOIA Officer:  
Superintendent of Finance and Personnel  
Executive Director  
630-232-4542

## 18.0 FREEDOM OF INFORMATION ACT POLICY AND INFORMATION DIRECTORY

The Geneva Park District Board of Commissioners has developed this policy to make public records available for inspection by members of the public. It is necessary that safeguards be imposed on the record review process to protect the privacy of individuals and to prevent unreasonable disruption of the conduct of the business of the Geneva Park District. This policy and the attached Information Directory create the Freedom of Information Packet that is to be made available to the public at the Stephen D. Persinger Recreation Center and the Sunset Community Center. The packet provides general information about Park District board and staff members, committees, facilities, parks, meeting dates and FOIA forms.

### 18.01 Inspection of Records:

Inspection of public records of the Geneva Park District shall be subject to the provisions of the Freedom of Information Act (5ILCSs 120, et seq.) including requirements of Illinois Public Act 96-0542. The Geneva Park District shall designate the Superintendent of Finance and Personnel & the Executive Director as the Freedom of Information Act Officers for the District. The staff members in this position must maintain proper compliance certification. The following requirements are hereby established for the inspection of records required to be made available to public inspection:

1. Any notice in writing may be submitted to the FOIA Officers, the Park District's Superintendent of Finance and Personnel & Executive Director.
2. The notice submitted must specify with reasonable particularity, which records are to be inspected.
3. The records to be inspected shall be available for inspection at the Geneva Park District office, 710 Western Avenue, Geneva, IL 60134, or if specified, can be copied and made available for delivery or pick up from the office. Records shall be available within five (5) days after the day of receipt of the request.
4. At the discretion of the FOIA Officers or other custodian of the records sought to be inspected, such records may be inspected only in the presence of an appropriate employee of the Park District. Records shall be available for public inspection during regular office hours. For this purpose, regular office hours shall be between the hours of 8:30 a.m. and 5:00 p.m. Monday-Friday except holidays. Records may not be inspected on any one occasion for more than three hours.

### 18.02 Extension of Response:

Consistent with applicable law, the Park District can extend your request for information for an additional five (5) days.

### 18.03 Limitations on Access:

Consistent with applicable law, a request to inspect records may be denied as provided in Section 7 of "The Freedom of Information Act" and the District may extend the time for compliance to the request to inspect or copy records in accordance with said Act.

#### 18.04 Copies:

Records subject to public inspection may be reproduced, copied or photographed at the Park District's office by the person inspecting such records or by park district personnel. However, the custodian of the records shall be entitled to approve the manner and method in which records are reproduced, copied or photographed to assure that the records are not thereby damaged or the operations of the Park District unreasonably interfered with or disrupted. Except as otherwise required by law, copies of records available for public inspection will be made and provided to persons requesting the same only at the discretion of the Board of Commissioners, FOIA Officers or other custodian of such records. No obligation is undertaken to make and provide copies of reports and records available for public inspection except when required by law. To the extent copies are provided, a fee will be charged as noted in the Fee Schedule within the Freedom of Information Act Directory, payable in advance, consistent with current applicable law.



## **GENEVA PARK DISTRICT RECORDS DIRECTORY AND FOIA FEE SCHEDULE**

Any person requesting records of the Geneva Park District may make such a request in person or in writing, at the Administrative Offices located at 710 Western Avenue. Additional options include requesting by fax at 630-232-4569 or by email to [cpowell@genevaparks.com](mailto:cpowell@genevaparks.com) and [slambillotte@genevaparks.com](mailto:slambillotte@genevaparks.com). All requests should be made to the FOIA Officers listed below. Requests should be addressed “ATTENTION FOIA OFFICERS” and specify in particular the records requested to be disclosed and copied. FOIA directories and forms can be obtained through the Park District’s website at [www.genevaparks.org](http://www.genevaparks.org). If you desire that any records be certified, you must indicate that in your request and specify which records must be certified. Requests will only be accepted during regular business hours, Monday-Friday 8:30 AM to 5:00 PM, except holidays.

### FOIA Officers

Christy Powell  
Superintendent of Finance and Personnel  
[cpowell@genevaparks.com](mailto:cpowell@genevaparks.com)

Sheavoun Lambillotte  
Executive Director  
[slambillotte@genevaparks.com](mailto:slambillotte@genevaparks.com)

710 Western Avenue  
Geneva, IL 60134  
630-232-4542 (phone)  
630-232-4569 (fax)

### FOIA Fee Schedule

First 50 pages of black and white letter or legal sized copies, no cost.

Additional pages, black and white, letter or legal size actual cost up to \$0.15.

Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.

Electronic records will be formatted subject to reimbursement for costs of recording medium.

Cost to certify a record will be subject to reimbursement for the cost to certify.

Records may be furnished without charge or at a reduced charge, as determined by the Park District, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest of the principle purpose of the request is to access and disseminate information regarding health, safety and welfare or the legal rights of the general public and is not for principal purpose of personal or commercial benefit.



**GENEVA PARK DISTRICT REQUEST FOR PUBLIC RECORDS**

I am requesting to... Copy  Inspect  Certify  (Check Appropriate Box)

...the following public records:

**INFORMATION REQUESTED (Please be specific):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested by:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone: \_\_\_\_\_

**Will this material be used for commercial purposes?** Yes \_\_\_\_\_ No \_\_\_\_\_

The copy and certification charges will be based on the Fee Schedule included in the FOIA Directory.

A response to your request will be made within five (5) business days of the receipts of this request. Any extensions will not exceed five (5) additional business days. Please return with a copy of this request on

\_\_\_\_\_.

**INFORMATION RECEIVED:**

Date: \_\_\_\_\_  
By: \_\_\_\_\_  
Signature

Please indicate your preference:

- I will examine the records at the administrative offices. Upon notification of the availability of records, please call 630-232-4542 to schedule an appointment. Hours of examination are Monday through Friday 8:30 am until 4:30 pm.
- I would like copies of the records sent to me at the above address. Fees will be \$.15 per page after the first 50 pages for standard black and white copies. Costs for color or oversize copies may be higher.
- If available, I would like documents sent in electronic format. Extensive records that require CD formatting may be charged a fee.

Email: \_\_\_\_\_

Your signature: \_\_\_\_\_

**For Office Use Only**

Date Received \_\_\_\_\_ Response Due Date \_\_\_\_\_ Reply Date \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**GENEVA PARK DISTRICT DENIAL OF FREEDOM OF INFORMATION ACT REQUEST**

Date: \_\_\_\_\_

The Geneva Park District denies your request for \_\_\_\_\_. We have determined that those records are exempt as specified by the Freedom of Information Act as designated in Item No. \_\_\_\_\_ of Section 7 of the Act. This decision was reached by:

_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title

You have the right to appeal this decision to \_\_\_\_\_, President of the Board of Commissioners of the Park District. You have the right to seek review of the issue by the Public Access Counselor (PAC) in the Attorney General’s office, as well as the right to seek judicial review by filing a court case.

Public Access Bureau  
500 South 2<sup>nd</sup> Street  
Springfield, IL 62706  
217-558-0486  
publicaccess@atg.state.il.us

\_\_\_\_\_  
FOIA Officer  
Geneva Park District



**GENEVA PARK DISTRICT NOTICE TO EXTEND RESPONSE TO REQUEST BY FIVE DAYS**

Date: \_\_\_\_\_

Your request for information from the Geneva Park District cannot be obtained within the five day period. An additional five days will be required to supply the material for the following reason(s):

- \_\_\_\_\_ The requested records are stored in another location.
- \_\_\_\_\_ The request requires the collection of a large number of records.
- \_\_\_\_\_ The request is categorical in nature and requires an extensive search.
- \_\_\_\_\_ The public body has failed to locate the requested records on its initial attempt and the search is continuing.
- \_\_\_\_\_ The requested records require examination by a competent person in order to determine which, if any, are exempt under Section 7 of the Act.
- \_\_\_\_\_ It would unduly burden or interfere with the operations of the Park District to fill the request within the initial five working days.
- \_\_\_\_\_ There is a need for consultation with another public body that has a substantial interest in the determination or in the subject matter of the request.

We regret we are unable to obtain the required information for you, but will notify you as soon as the material is available.

\_\_\_\_\_  
FOIA Officer  
Geneva Park District