

Freedom of Information Act FOIA Request Form & Information

The Fox Valley Park District makes every effort to comply with the State of Illinois Public Freedom of Information Act (FOIA) that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. FOIA requests may be submitted to the administration office in person, by mail, fax or email at the addresses below. Freedom of Information Request Forms **are optional**, but may be obtained by calling 630-897-0516, may be downloaded from the District's website at www.foxvalleyparkdistrict.org or obtained at the Cole Center Reception Desk. At the Cole Center Reception Desk and online, you will find a **Municipal Directory** – a summary of the District's mission statement and purpose, organizational charts, operating budget, the number and location of all of its separate offices, the number of full and part-time employees and identification of the District's board members.

REQUESTOR'S NAME _____

STREET ADDRESS _____ CITY _____

CELL PHONE NUMBER _____ BUSINESS/HOME NUMBER _____

EMAIL ADDRESS _____ FAX NUMBER _____

Information/records being requested (PLEASE BE SPECIFIC)

Indicate how you prefer to receive your response: mail email fax pick up in person

REQUESTOR'S SIGNATURE _____ DATE _____

FOIA requests are accepted in person, by mail, fax or email (see the following FOIA contact information):

Administration Office: Cole Center Administration Office
101 W. Illinois Ave., Aurora, IL 60506
Office Hours: 8 a.m. to 5 p.m. Monday through Friday
Phone: 630-897-0516 / Fax: 630-897-6896

Copying Fees (No charge for first 50 pages)

\$ _____ 15¢ per page over 50 pages
\$ _____ Additional fees for oversized pages, color copies,
electronic reproduction (tapes/cds)
\$ _____ **Total fees due**

FOIA Officers & Emails:

Kim Nooncaster, Executive Assistant to the Executive Director: knooncaster@fvpd.net
Diana Erickson, Senior Director of Finance & Administration: derickson@fvpd.net

Signature of FOIA Officer Responding _____

FOR OFFICE USE ONLY

REQUEST RECEIVED BY _____ TITLE _____

DATE REQUEST RECEIVED _____ DATE REQUEST DENIED _____ DATE RESPONSE DUE _____

FIVE (5) BUSINESS DAYS

DATE RESPONSE MADE _____ MAILED _____ EMAILED _____ FAXED _____

TIME EXTENSION REQUESTED: YES _____ NO _____ EXTENSION DUE DATE _____