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

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 ____________________________________________

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REQUEST RECEIVED BY ______________________________________________________ TITLE __________________________
DATE REQUEST RECEIVED ___________ DATE REQUEST DENIED ___________ DATE RESPONSE DUE ___________
DATE RESPONSE MADE ___________ MAILED ___________ EMAILED ___________ FAXED ___________
TIME EXTENSION REQUESTED: YES ____ NO ____ EXTENSION DUE DATE ___________