



Freedom of Information Act FOIA Request Form & Information

The Oswegoland 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 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, or email at the addresses below. Freedom of Information Request Forms **are optional**, but may be obtained by calling 630.554.1010. may be downloaded from the District's website at www.oswegolandparkdistrict.org or obtained at the reception desk at Boulder Point, Civic Center, and South Point. Online you will find a **Municipal Directory** that provides a summary of the District's vision statement, purpose, and values; organizational chart; operating budget; number and location of all its separate offices; number of full and part-time employees; and identification of the District's Board members.

DATE REQUESTED _____ REQUEST SUBMITTED BY ___MAIL ___ EMAIL ___IN PERSON

REQUESTOR'S NAME _____

STREET ADDRESS _____ CITY _____ STATE _____

PHONE NUMBER (____) _____ EMAIL ADDRESS _____

IS THIS REQUEST FOR COMMERCIAL PURPOSES _____YES _____NO

Information/Records Being Requested (Please be specific. Attach additional pages if necessary.)

REQUESTOR'S SIGNATURE _____ DATE _____

HOW DO YOU WANT YOUR REQUESTED DOCUMENTS ___MAILED ___ EMAILED ___ OTHER: _____

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

Copying Fees (No charge for first 50 pages)

Administration Office: Boulder Point / Attn: FOIA Officer	\$ _____	\$0.15/page over 50 pages
0 Boulder Hill Pass, Montgomery, IL 60538	\$ _____	Additional fees for oversized color copies, electronic reproduction (tapes/cds)
Office Hours: 8:30am-7:00pm(Mon-Thu), 8:30am-4:30pm(Fri), 9:00am-Noon (Sat)		
Phone: 630.554.1010	\$ _____	Total Fees Due

FOIA Officer & Email:

Cindy Benson, Executive Assistant to the Executive Director: cbenson@oswegolandpd.org

Signature of FOIA Officer Responding _____

FOR OFFICE USE ONLY

Request Received By _____ Title _____

Date Request Received _____ Date Request Due _____ Commercial Request ___Yes ___No

Date Request Denied _____ Time Extension Requested ___Yes ___No Extension Due Date _____

Date Response Made _____ ___Mailed ___ Emailed ___ Other: _____