

**PROCEDURES AND METHODS FOR REQUESTING INFORMATION AND
PUBLIC RECORDS OF THE GATEWAY SPECIAL RECREATION ASSOCIATION
UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT**

POLICY:

The Freedom of Information Act ("FOIA") (5 ILCS 140/1, *et seq.*) is intended to ensure 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 the FOIA. Access to records is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest. Access by all persons to public records promotes the transparency and accountability of public bodies at all levels of government, and it is a fundamental obligation of government to operate openly and provide public records as expediently and efficiently as possible in compliance with the FOIA.

The FOIA is not intended to cause an unwarranted invasion of personal privacy, or to allow the requests of a commercial enterprise to unduly burden public resources, or to disrupt the duly undertaken work of any public body independent of the fulfillment of any of the rights of the people to access to information.

Restraints on access to information, to the extent permitted by the FOIA, are limited exceptions to the principle that the people of Illinois have a right to full disclosure of information relating to the decisions, policies, procedures, rules, standards, and other aspects of government activity that affect the conduct of government and the lives of any or all people. The provisions of the FOIA are to be construed in accordance with this principle, and to require disclosure of requested information as expediently and efficiently as possible in accordance with the deadlines established in the FOIA. Unless information falls within an express statutory exemption, it must be disclosed under FOIA (5 ILCS 140/3). The exceptions are to be construed as limited, in light of the people's right to know the decisions, policies, procedures, rules, standards, and other aspects of government activity that affect the conduct of government and the lives of any or all of the people.

HOW TO REQUEST PUBLIC RECORDS:

The FOIA Officer and Contact Information:

The FOIA Officer for the Gateway Special Recreation Association is:

Matt Russian, Executive Director, Pleasant Dale Park District
7425 S Wolf Road
Burr Ridge, IL 60527
mrusian@pleasantdaleparks.org
O: 630-662-6220
F: 630-662-9239

Submission of Requests; Content:

Requests for public records in the custody of the Gateway Special Recreation Association should be submitted to the FOIA Officer. Requests must be made in writing, and, if desired, a form for the request will be provided. The form may be submitted in person, by U.S. mail, email or facsimile. All requests must include the following:

1. The requestor's full name, address, telephone number, facsimile number and email, if any;
2. A brief description, as specific as possible, of the public records requested;
3. A statement as to whether the request is for inspection of public records, copies of public records or both; and
4. A statement as to whether the request is for a commercial purpose. *(It is a violation of Sec. 3.1 of the FOIA 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 District.)*

Inspection of Records:

Public records in the custody of the Association will be made available for inspection during normal office hours at the Pleasant Dale Park District's Walker Park Recreation Center, or such other office of the District where they are maintained. To prevent damage to or destruction of records, public inspection will be made under the supervision of a District employee.

Copies of Records:

Any person may request copies of public records or, during inspection of public records, may request that copies of specified records be provided. Copies will be made by the FOIA Officer or an assistant or designee. The FOIA provides that fees may be charged in certain instances to cover the cost of reproducing copies of public records, and fees will be assessed in accordance with the schedule of Reproduction Fees established by the Board. The fee schedule is also open for public inspection. When a request for copies of public records is made, such copies will be provided to the requestor only upon payment of any fees that are due. Fees may be waived if the District's FOIA Officer determines that the waiver of fees serves the public interest.

If certified copies of public records are needed the District will provide appropriate certification as to the authenticity and accuracy of the records. Certification will be provided upon the payment of certification fees established by the schedule of Reproduction Fees for certification of public records.

When a request is made for records that are maintained in an electronic format, the FOIA Officer will furnish the records in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, the FOIA Officer shall furnish it in the format in which it is maintained by the District, or in paper format at the option of the requestor. The District may charge the requestor for the actual cost of purchasing the recording medium, whether disc, diskette, tape or other medium.

The FOIA request the District to respond to requests for non-commercial public records within five (5) business days. In certain limited circumstances, the District may take up to an additional five (5) business days to collect and prepare public records for inspection. Requests received after 3:00 PM will be dated as being received on the next consecutive business day. The FOIA requires the District to respond to requests for public records for commercial use within twenty-one (21) working days after receipt, in accordance with Sec. 3.1 of the Act. Unless the records are exempt from disclosure, the District is required to comply with a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.

If a member of the public is denied access to public records or if a response to a request is not given within this time limit, the individual requesting access to public records may consider the request denied, and may appeal the denial to the Public Access Counselor – Assistant Attorney General.

The District reserves the right to redact exempt information from a requested record.

Any questions regarding the procedure for acquiring access to public records may be directed to the FOIA Officer at Pleasant Dale Park District, 7425 S. Wolf Rd., Burr Ridge, IL 60527, Phone 630-662-6220.

FREEDOM OF INFORMATION REQUESTS REPRODUCTION FEES

Except when a fee is otherwise fixed by statute, the following fees are for reproducing requested documents:

- (A) First fifty (50) pages of black and white letter or legal-sized copies: No charge
Pages of black and white letter or legal-sized copies over fifty (50) pages: \$.15 per page
- (B) For color copies or copies of documents in a size other than letter or legal, the fee for reproduction shall be the actual cost of reproduction as billed to the Association.
- (C) If mailing of copies is requested, actual postage costs will be added to the reproduction costs set forth in sections (A) and (B) written above.
- (D) Documents may be furnished without charge or at a reduced charge, as determined by the FOIA Officer, if the requestor states the specific purpose for the request 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 if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. For purposes of this document, "commercial benefit" shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public. In setting the amount of the waiver or reduction, the FOIA Officer may take into consideration the amount of materials requested and the cost of copying them.

**GATEWAY SPECIAL RECREATION ASSOCIATION
REQUEST FOR PUBLIC RECORDS**

FROM: _____

Name of Requestor

Street Address

City, State, Zip

Phone Number

Facsimile Number, if any

E-mail Address, if any

TO: Gateway FOIA Officer
Pleasant Dale Park District
7425 S. Wolf Rd.
Burr Ridge, IL 60527

Pursuant to the provisions of the Illinois Freedom of Information Act, I wish to:

_____ Inspect; or

_____ Receive copies of the following public records presently in the custody of the Gateway Special Recreation Association (the "Association"). (Note: There may be a charge for copies provided, in accordance with the schedule of copying charges available from the FOIA Officer).

_____ Paper

_____ Electronic: What format? _____

_____ Certified copies

Description of Records:

Is this request for a commercial purpose? *(Must be completed for request to be valid. It is a violation of Sec. 3.1 of the Illinois Freedom of Information Act 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 Association.)*

_____ YES

_____ NO

Are you requesting a fee waiver or reduction? *Note that fee waivers or reductions are only available if a statement is filed with the Association stating the purpose of the request and indicating that a waiver or reduction of the fee is in the public interest, that is, that the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public, and is not for the principal purpose of personal or commercial benefit.*

_____ YES

_____ NO

I understand that the Association must respond to a request made for non-commercial purposes within five (5) business days, unless such time limit is extended for five (5) additional business days for reasons stated in Section 3 of the Act. I also understand that the Association will respond to a request made for commercial purposes within twenty-one (21) days after receipt, in accordance with Section 3.1 of the Act. Unless the records are exempt from disclosure, the Association will comply a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. I further understand that if this request is denied, I may appeal the denial to the Public Access Counselor – Assistant Attorney General.

Requestor

Date

For use of the FOIA Officer only:

Date Request Was Received: _____

Date Response Is Due: _____

Date Response Was Provided: _____

If Request is Approved Immediately:

Your request dated _____ for the above captioned record(s) has been approved, and a copy is/copies are being provided to you

_____ For a cost of \$ _____

_____ Without cost

FOIA Officer

Date

Received on _____ (Date) by _____ (Printed Name).

Signature