

Freedom of Information Requests

The Cary Park District will disclose public records in compliance with the Freedom of Information Act (FOIA).

Freedom of Information Officer:

Katie Hughes
Director of Communications & Marketing

Procedure for Requesting Information

1. Requests must be submitted in writing and may be submitted in person or mailed to the Cary Park District, Attention: FOIA Officer, 255 Briargate Road, Cary, IL 60013; or by email to khughes@carypark.com; or by fax to 630-639-6290 to the Attention of the FOIA Officer.
2. Persons making the request may use the form available from the Cary Park District or may submit their own written request. Forms are available at the Community Center at 255 Briargate Road, Cary, IL 60013 or on the District's website, www.carypark.com. After accessing the website, click on 'About Us', then locate the FORMS section. Procedures and a form for requesting information can be found there.
3. All requests must include the following information for the person making the request: full name, address, phone number, a detailed description of the records sought, date of request, and whether or not the request is for a commercial purpose.
4. Within 5 business days after the date the District receives the request, the FOIA officer will review and respond to the request. In certain circumstances specified in the Act, the FOIA officer may extend the time for a response for an additional 5 business days from the date of the original due date or such additional time as the person making the request and the FOIA officer agree.
5. The District may, in accordance with the Act, deny any request that is exempt from disclosure. If any of the materials requested are exempt under the Act, you will be notified in writing of these exemptions. Any denial, or partial denial, of your request may be appealed to the Public Access Counselor's office within the Office of the Attorney General of the State of Illinois.
6. If the requested document is maintained in an electronic format the Cary Park District will, if feasible, provide it in that format. For hard copies, the fee will be \$.15 per page/per side after the first 50 pages for standard black and white. Costs for color or oversize copies, certified copies, or recording media may be more and will be the actual cost incurred by the District.
7. Records may be inspected at the Cary Park District.

Cary Park District
Freedom of Information Act (FOIA)
Request for Information



Date: _____

From: _____

Name of Individual

Name of Agency or Organization

Street Address

City

State

Zip

Telephone – include area code

Email – for email responses

Description of records requested.

Please indicate the format you wish to receive the above requested records.

_____ Inspect _____ Copied _____ Emailed _____ Certified

Please indicate the purpose for requesting the above records.

_____ Noncommercial Purpose _____ Commercial Purpose _____ Other (please specify) _____

Signature of requestor

For Office Use Only

Request received by: _____ Date: _____ Time: _____

Response due by: _____ Date: _____ Time: _____

Additional time requested by: _____ Date: _____ Time: _____

Information provided by: _____ Date: _____ Time: _____

Denial sent by: _____ Date: _____ Time: _____

Information Given/Sent (circle one) to: _____ Date: _____ Time: _____

Method of delivery: _____ Mail _____ Email _____ Other _____

Authorized by: _____

Notes: _____

Additional cost for copies over 50 pages, color or oversize copies, certified copies, or recording media. \$ _____