

## PROCEDURE FOR OBTAINING INFORMATION FROM THE SPRINGFIELD PARK DISTRICT PER THE ILLINOIS FREEDOM OF INFORMATION ACT

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1. Please make your request for records in writing. The Springfield Park District does not require the completion of a standard form for this purpose but one is available at your option. You may submit your written request by mail, fax, e-mail or in person at the address below. Please direct your request to:

Stephen H. Flesch, FOIA Officer  
Springfield Park District  
2500 South 11<sup>th</sup> Street  
Springfield, IL 62703  
Ph: (217) 544-1751  
Fax (217) 544-1811  
E-Mail: [parks@springfieldparks.org](mailto:parks@springfieldparks.org)

2. Please be as specific as possible when describing the records you are seeking. Remember, the FOIA is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. To the extent you wish to ask questions or a representative of the Springfield Park District, you may call our Administrative Office at (217) 544-1751.
3. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.
4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there may be .15 cent-per-page charge.
5. You are permitted to ask for a waiver of copy fees. To do so, please include the following statement (or similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest – not simply your personal interest – and merits a fee waiver.
6. Please include your name, preferred telephone number(s), mailing address, and, if you wish your e-mail address.

**SPRINGFIELD PARK DISTRICT**

**FOIA REQUEST FORM**

Date Requested: \_\_\_\_\_

Requested submitted by: (circle all that apply)

E-mail      U.S. Mail      Fax      In Person

Name of Requestor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Records requested: Provide as much specific detail as possible to assist us to identify the information that you are seeking. You may use the back of this form or attach additional pages, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want copies of documents? Yes or No

- Do you want electronic copies or paper \_\_\_\_\_
- If you want electronic copies, in what format? \_\_\_\_\_

Is this request for a commercial purpose? Yes or No

(It is a violation of FOIA for a person 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 a public body. 5 ILCS 140.3.1(c).)

Are you requesting a fee waiver? Yes or No

(If you are requesting a fee waiver for copying of documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)

(revised 6.10.15)