



## Freedom of Information Request Form

**Submit requests to:** FOIA Officer, Buffalo Grove Park District, 530 Bernard Drive, Buffalo Grove, IL 60089  
**Fax:** (847) 459-0744  
**E-mail:** info@bgparks.org

**Requester's Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_

**Telephone\*** \_\_\_\_\_ **Fax\*** \_\_\_\_\_ **Email Address\*** \_\_\_\_\_

\*Optional, but if you provide this information, we can more easily contact you if we have questions about your request.

### Records Requested

Please provide as much specific detail as possible, so that we can identify the information you are seeking. Attach additional pages if necessary.

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### Delivery format (How do you want the documents provided?)

Via email to the email address listed above in PDF format  
 Via fax to the fax number listed above       Sent via U.S. Mail  
 Inspect at the Park District office       Other (please specify): \_\_\_\_\_

**Note:** Under the Illinois Freedom of Information Act, except for a request for a commercial purpose, the Park District has 5 business days to respond to this request. The Act allows the Park District to charge for the costs of reproduction. At the present time, the charge is 15 cents per hard copy for every page over 50 pages, prepared in-house. Charges for copies that need to be professionally printed shall not exceed the park district's actual costs for reproduction.

### Is this request for a commercial purpose? Yes No

(It is a violation of Sec. 3.1 of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.)

### Are you requesting a fee waiver? Yes No

(If yes, you must attach a statement of 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.)

#### Park District Use Only

Date request was received: \_\_\_\_\_ Date response is due: \_\_\_\_\_

Date response was provided: \_\_\_\_\_

Approved  Denied      Denial exemption \_\_\_\_\_

Date Extension Requested: \_\_\_\_\_ Date Extension Granted: \_\_\_\_\_

Date Now Due: \_\_\_\_\_ Fee Waiver Granted:  Yes  No

Name of FOIA Officer \_\_\_\_\_