
FREEDOM OF INFORMATION ACT

The Golf Maine Park District will disclose public records as required by the Freedom of Information Act (FOIA). The District can deny a request for records that are specifically exempt from coverage under the Act, including information that would constitute an unwarranted invasion of personal privacy or a compromise of security.

»Submitting a FOIA Request

To review a record, a person must submit a request in writing via personal delivery, mail, e-mail or telefax. The requestor must clearly state if the request is going to be used for commercial purposes (for the sale, resale or solicitation or advertisement for sales or services).

Requests can be submitted via the following means:

Drop-off or Mail:

FOIA Officer
Golf Maine Park District
FOIA Request
Feldman Recreation Center
8800 W. Kathy Lane
Niles, IL, 60714-5708

E-Mail: John@gmpd.org

Fax: 847-297-6179

All requests must be submitted in writing to the attention of the Freedom of Information Act Officer. Applicants may use the Golf Maine Park District [FOIA Request Form](#) or may submit their own written request for records. Applicants choosing not to use the provided form must provide their full name, current address, phone number, a detailed account of the documents they are requesting and whether or not they are requesting the documents for commercial use.

»FOIA Officers

The Golf Maine Park District appointed FOIA Officers are John C. Jekot, Executive Director and Stacey Greenfield, Superintendent of Recreation. Their responsibilities include receiving information requests from the public and sending responses in compliance with FOIA.

»Response Time for FOIA Requests

Within five (5) business days after the date the District receives the request, one of the designated FOIA officers reviews and responds to the request. Beyond the five business days, the FOIA Officer can extend the response time for no more than five (5) additional business days. Requests made for commercial purposes can be extended for no more than twenty-one (21) additional business days. The time period can only be extended for the following reasons: if the requested information is stored at a different location, requires the

collection of a substantial number of documents or an extensive search, has not been located, needs to be reviewed further by staff to determine whether they are exempt from FOIA, cannot be produced without unduly burdening the public body or interfering with its operations or requires the public body to consult with another public body that has substantial interest in the requested subject matter or both parties agree in writing to an extension specifying when the request will be filled.

»Copies

The District provides duplicate copies at no cost for the first fifty (50) pages (in black and white, letter or legal size) and additional pages for \$0.15 per page. For color and/or abnormally sized copies, the District charges the requestor the actual cost for making the copies. Information may also be provided in an electronic format if requested.

**Golf Maine Park District
Request for Public Records
Under the Illinois Freedom of Information Act**

<i>Company Name (If Applicable) or Organization (If Any)</i>	<i>Business Phone Number</i>
<i>Requestors Name</i>	<i>Daytime Phone Number</i>
<i>Address (Street and Number)</i>	<i>Home Phone Number</i>
<i>City</i>	<i>E-Mail Address</i>
<i>State</i>	
<i>Zip</i>	

- I would like to inspect items
- I would like copies of these items
- Commercial use*

Pursuant to the Freedom of Information Act describe in detail the public record you are requesting (Attach additional sheets if necessary)

Please submit your request to :

FOIA Officer
Golf Maine Park District
FOIA Request
Feldman Recreation Center
8800 W. Kathy Lane
Niles, IL, 60714-5708
847-297-6179 (fax)

To submit this form electronically, save it to your
Computer then email it to John@gmpd.org

For Office Use Only

Date Request Received: _____

Date Response Due: _____

Request Forwarded to: _____ **Date** _____

Date Response Sent _____

The Golf Maine Park District will disclose public records as required by the Freedom of Information Act. This includes all public documents except those specifically exempt from coverage under the Act. To review a record, please submit your request in writing or fill out this form (Freedom of Information request). The Palatine Park District has five (5) business days to respond to the request. If a request is denied, the Golf Maine Park District must send a written notification to the person making the request within five (5) business days giving the reasons for the denial and the names and titles of persons responsible for the denial. If the request is denied, you have the right to appeal to the Public Access Counselor with the Attorney General's office (PublicAccess@atg.state.il.us). *The District has twenty-one (21) business days to respond to a request for information that is made for a commercial purpose. If you have any questions, please contact the Administration Dept. at 847-297-3000.

