



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

Company Name (If Applicable) or Organization (If Any)	Business Phone #
Requestor's Name	Daytime Phone #
Address (Street and Number)	Home Phone #
City State Zip	E-mail Address
<input type="checkbox"/> I would like to inspect these items. <input type="checkbox"/> I would like copies of these items. <input type="checkbox"/> 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 Park District of Franklin Park 9560 Franklin Avenue Franklin Park, Illinois 60131 847.455.2852 847.455.9053 (fax) To submit this form electronically, save it to your computer then e-mail it to mlaskowski@fpparks.org	For Office Use Only: Date Request Received: _____ Date Response Due: _____ Request Forwarded to: _____ Date: _____ Date Response Sent: _____

The Park District of Franklin Park 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 request in writing or fill out this form (Freedom of Information request). The Park District of Franklin Park has five (5) business days to respond to the request. If a request is denied, the Park District of Franklin Park must send a written notification to the person making the request with five (5) business days giving the reasons for the denial and the names and tiels 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@arg.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) 455-2852.