

FREEDOM OF INFORMATION REQUEST/RECORDS REQUEST

**Norridge Park District
4631 N. Overhill Avenue
Norridge, Illinois 60706
708/457-1244**

Please **type** or **print** the information on this form.

FOIA Request # 2010 _____

Form of Request: _____ Oral _____ Written _____ certified record

Will this material be used for commercial purposes? _____ Yes _____ No.

Date of Request: _____ Time Received: _____

Name of Person Making Request: _____

E mail: (if you would like materials electronically sent to you) _____

Address of Person Making Request: _____

_____ Phone: _____

Address of Property being the subject of this request (if applicable): _____

Records Requested (be specific): _____

Purpose of Request: _____

ACTION TAKEN BY THE PARK DISTRICT WITH REGARDS TO THIS REQUEST:

_____ **COMPLIED WITH REQUEST**

_____ **REQUEST DENIED**

_____ Unable to comply within (5) days:

_____ Disclosure Prohibited by state/federal law

_____ Records kept in another location

_____ Disclosure invasion of privacy

_____ Volume of Records/Extensive Search

_____ Commercial purpose

_____ May be exempt/need more time

_____ Request too broad, need more information

_____ Need additional time

_____ Exempt from Act

_____ Need consultation with other entity

Records will be mailed by this date: _____

_____ **Partial Compliance:** Pursuant to regulations contained within the Freedom of Information Act, certain material contained with the original request has been deleted or omitted because the material is exempt from disclosure under provisions of the Act:

Representative of the Park District who is responsible for decision relative to this request:

_____ Title: _____

APPEAL

You are hereby notified that you have the right to appeal the decision herein to the Director of Parks & Recreation of the Norridge Park District who will make a decision to either affirm the denial of disclosure or to allow disclosure within (7) days after notice of an Appeal is filed. Such notice of Appeal must be filed within (7) working days of notification of denial.

If the decision to deny the request is affirmed by the Director of Parks & Recreation, you have the right to appeal this decision to the Circuit Court of Cook County.

Person completing this form: _____ Title: _____