PROCEDURE FOR OBTAINING INFORMATION FROM THE NAPERVILLE PARK DISTRICT
per the ILLINOIS FREEDOM OF INFORMATION ACT EFFECTIVE 7/1/1984.

About FOIA

The Naperville Park District will disclose public records in compliance with the Freedom of Information Act (FOIA). A copy of the Act is available at the District’s Administration offices at 320 W. Jackson Street (Headquarters). The District may, in accordance with the Act and in conjunction with the Office of the Public Access Counselor, deny any request that is exempt from disclosure, including (for example) information that would constitute an unwarranted invasion of personal privacy.

Procedure for Requesting Information

I. Requests must be submitted in writing and may be submitted in person, or by email to info@napervilleparks.org; or by fax to: 630-848-5001; or mailed to the Naperville Park District, ATTENTION FOIA OFFICER, 320 W. Jackson, Naperville, IL 60540.

II. Persons making the request may use the form available from the Naperville Park District or may submit their own written request. All requests must include the following information for the person making the request: full name, current address, phone number, a detailed description of the records sought, and whether or not the request is for a commercial purpose. The form can be obtained at Headquarters or accessed from the District’s website at www.napervilleparks.org. After accessing the website, click on “About Us”, then locate the MORE section. Procedures and a form for requesting public records can be found there.

III. Within 5 business days after the date the District receives the request, one of the designated FOIA officers will review and respond to the request. In certain circumstances specified in the Act, the Act permits the FOIA officer to extend the time for a response by no more than 5 additional business days or such additional time as the person making the request and the FOIA officer shall agree.

IV. If any of the materials you requested are exempt under the Act, you will be notified of the exemptions. Any denial, or partial denial, of your request may be appealed to the Public Access Counselor’s office within the Office of the Attorney General of the State of Illinois.

V. If the requested document is maintained in an electronic format the Naperville Park District will, if feasible, furnish it in that format. For hard copies, the fee will be $.15 per page after the first 50 pages for standard black and white. Costs for color or oversize copies may be more and shall be the actual cost incurred by the District.

VI. Records may, when ready, be inspected at Headquarters.

VII. The Naperville Park District is not required to maintain any record prior to the effective date of the Act: July 1, 1984 and is not generally required to create new records to answer particular questions the public may have.