



REQUEST FOR PUBLIC RECORDS

Please forward to FOIA Officer, Naperville Park District, 320 W. Jackson, Naperville, IL 60540.
This form may also be faxed to 630-689-2573 or emailed to foia@napervilleparks.org.

Name of person and/or organization making request: _____

Mailing Address: _____

Email Address: _____

Phone: _____ FAX: _____

Description of Records Requested: _____

Please indicate your preference:

_____ I will examine the records at the administrative offices. Upon notification of the availability of records, please call 630-848-3502 to schedule an appointment. Hours of examination are Monday through Friday (excluding legal holidays) from 8:30 am until 4:30 pm.

_____ I would like copies of the records sent to me at the above address. Fees will be \$.15 per page after the first 50 pages for standard black and white copies. Costs for color or oversize copies may be higher.

_____ If available, I would like documents sent in electronic format. Extensive records that require CD formatting may be charged a fee.

Your signature: _____

For Office Use

Date Received: _____

Response Due By: _____

Response Date: _____

Furnished By: _____

Notes: _____