

PROCEDURES FOR REQUESTING PUBLIC RECORDS

Any request for public records in accordance with the Freedom of Information Act (FOIA) and this Policy shall be submitted to the Chief Freedom of Information Officer of the Lockport Township Park District (Executive Director), or any other Freedom of Information Officer so designated by the Executive Director. All requests shall be submitted to the following address:

Lockport Township Park District
FOIA Request
1811 S. Lawrence Avenue
Lockport, IL 60441
Fax: 815.838.4974

FORM AND CONTENT OF REQUESTS

Requests for public records made in accordance with the FOIA and this Policy shall be made in writing. Such requests may be submitted, but are not required to be submitted, on a FOIA Request Form maintained by the Park District. The Park District's FOIA Request Forms shall be available on the Park District's website at www.lockportpark.org, and the Administration Office, 1811 S. Lawrence Avenue, Lockport, Illinois.

Requests for public records made in accordance with the FOIA and this Policy shall include the following information:

1. The requestor's full name, address and phone number;
2. A description of the public records sought; and
3. Whether the request is for the inspection of public records, copies of public records, or both.

RESPONSE TO REQUEST FOR PUBLIC RECORDS

- (a) **Timeliness of Response:** Except for requests made for a commercial purpose which shall be responded to within twenty-one (21) working days after receipt of the request, the Park District shall respond to other written requests for public records within five (5) business days after receipt of the request, unless the time for response to the request is properly extended pursuant to the FOIA. The time for response to such a request for public records may be extended for not more than five (5) business days from the original due date for any of the reasons set forth in Section 3(e) of the FOIA. When additional time is required, the Park District shall, within five (5) business days of receipt of the request, notify the requester of the reasons for the extension and date by which the response will be forthcoming. The time for response to any request for public records may also be extended by written agreement of the requester and the Park District. Failure to timely respond to a request for public records or properly extend the time for such response shall be considered a denial of the request.

- (b) **Form of Response:** The Park District shall respond to requests for public records by (i) approving the request (ii) approving the request in part and denying the request in part; (iii) denying the request. Upon approval of a request for public records, the Park District shall immediately provide the requested materials, give notice that the materials shall be made available upon payment of applicable reproduction costs if any, or give notice of the time and place for inspection of the records. Denial in whole or part of a request for public records shall be made to the requester in writing and shall set forth the reasons for the denial, including a detailed factual basis for the application of any exemption claimed by the Park District, and the name, title or position of each person responsible for the denial. Each notice of denial shall also inform the requester of his/her right to review by the Office of the Attorney General Public Access Counselor, shall provide the address and phone number of the Public Access Counselor, and shall inform the requester of his/her right to judicial review.

If the reason set forth for the denial of the request is that the records are exempt under subsection (1)(c) of (1)(f) of Section 7 of the FOIA, the Park District shall, within the time periods provided for responding to a request, provide written notice to the requester and the Attorney General's Public Access Counselor of its intent to deny the request in whole or in part. The Notice shall include (i) a copy of the request for access to records; (ii) the proposed response from the Park District; and (iii) a detailed summary of the Park District's basis for asserting the exemption.

- (c) **Availability of Records:** The production of records of their inspection, pursuant to a proper request for public records, shall occur Monday through Friday between 8:00 a.m. and 4:00 p.m. at Administration Office, 1811 S. Lawrence Avenue, Lockport, Illinois. An employee of the Park District shall be present during the inspection of all public records.
- (d) **Request for Records in Electronic Format:** Public records requested in an electronic format shall be produced in the electronic format specified by the requester, if feasible. If not feasible, the Park District shall produce the public records in the format in which the records are maintained by the Park District, or in a paper format at the option of the requester.

FEE FOR DUPLICATION AND/OR CERTIFYING OF RECORDS OR COST OF RECORDING MEDIUM.

No fees shall be charged for the first fifty (50) pages of letter or legal sized copies of timely produced requested records. No fees shall be charged if the Park District fails to timely respond to a public record request, but thereafter provides the requester with copies of the requested documents.

**Fees for copies in excess of fifty (50) pages shall be \$0.15 per side
Certification per document \$1.00**

Plats & Maps larger than 11x17 (Actual cost of outsourced duplication)

All Copying shall be performed by an employee of the Park District. Copies of public records shall be provided to the requester upon payment of any charges due for reproduction of the documents.