



HENRY COUNTY, ILLINOIS

**REQUEST FOR PUBLIC RECORDS
INSTRUCTIONS AND INFORMATION**

1. Please fill out the attached request for records form in its entirety. Please describe in detail the public records that you wish to inspect or to have copied. Use a separate sheet if necessary. Indicate whether you wish only to inspect the public records at the Geneseo Park District Office or if you wish to have the public records copied by checking the appropriate line.
2. By submitting this Request Form, you are agreeing to pay to the Geneseo Park District, in advance of receiving copies of any public records, 15 cents per copy for every copy over the amount of 50.
3. If the Requestor seeks a waiver or reduction of the fees stated above, the Requestor must so state and also state the principal purpose of the request. If the stated purpose of the request is in the public interest, as defined by FOIA, the fees shall be waived or reduced by the Director.
4. You must sign the bottom of the request form.

The Geneseo Park District will disclose the public records requested on the Request Form within five (5) working days after the receipt of this request form, unless the five-day period is extended as provided by law or the request is denied. A “working day” means a day during the week, Monday through Friday. Saturdays, Sundays and state holidays are not business days and are not counted in computing the 5 business day time period.

All extensions and denials will be in writing and will state the reasons therefore. When an extension of time for response is taken, the Geneseo Park District will notify the Requestor within 5 business days after receipt of the original request. A person whose request to inspect or copy a public record has been denied in whole or in part by a public body may file a request for review by the PAC not later than 60 days after the date of the final denial. The request for review must be in writing, must be signed by the requester, and must include a copy of the request for access to records, and any responses from the public body.

**REQUEST FOR RECORDS IN ACCORDANCE
WITH THE FREEDOM OF INFORMATION ACT**

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Public Body Receiving Request: Geneseo Park District, 541 E North Street, Geneseo, Illinois 61254
Attention: Andy Thurman, Freedom of Information Officer
Attention: Jodie Olson, Freedom of Information Officer Alternate

Date Requested: _____

Request Submitted by: _____ E-mail _____ U.S. Mail _____ Fax _____ In Person

Requested By:

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

RECORDS REQUESTED *(Please provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary):*

Please check which of the following apply:

- _____ I will inspect these records at the Geneseo Park District Office located at 541 E North Street, Geneseo, Illinois.
- _____ I request copies of the following records and agree that after the first 50 pages, which are free, I will pay 15 cents for each additional page.
- _____ I request those records that are available to be provided electronically be emailed to me at the email address I have listed above.

Is this request for a Commercial Purpose? (Please circle one) YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? (Please circle one) YES or NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Signature of Requestor: _____

For Office Use Only:

Request Taken by: _____ Date: _____ Time: _____