

# GENESEO PARK DISTRICT

## MUNICIPAL DIRECTORY

### PROCEDURES FOR REQUESTING INFORMATION UNDER THE FREEDOM OF INFORMATION ACT



Revised 4/15/2011; 2/14/12; 4/17/12;6/25/12; 02/19/13; 4/16/13;  
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# Table of Contents

---

Mission Statement.....	3
Vision Statement.....	3
Purpose.....	3
Description.....	3
Office of the Geneseo Park District.....	3
Operating Budget.....	3
Board of Commissioners.....	3
Advisory Committee.....	3
Staff.....	4
ADA Compliance Officer.....	4
FOIA Officers.....	4
Definitions as Used in the Freedom of Information Act.....	4
Categories of Information Available through FOIA.....	5
Examples of Information Available through FOIA.....	5
Procedures for Requesting Records and Responding to Requests.....	6
Request for a Commercial Purpose.....	6
Time for Response.....	7
Extension of Time for Response.....	7
Inspection of Copying.....	8
Copying Fees.....	8
Fee Waivers.....	8
Unduly Burdensome Categorical Requests.....	9
Exemptions to the Duty to Disclose.....	9
Redacting Exempt Information.....	11
Denial of Requests.....	11
Review of Intent to Deny.....	11
Organizational Chart – Exhibit A.....	12
FOIA Request Form – Exhibit B.....	13

## **MISSION STATEMENT**

The mission of the Geneseo Park District is to enhance the quality of life in our community by providing a positive recreational experience for all.

## **VISION STATEMENT**

It is the vision of the Geneseo Park District to provide quality parks and recreational opportunities for the benefit and enrichment of our community today and in the future.

## **PURPOSE**

The Geneseo Park District is a special district of local government with its own financial and legal responsibilities, established in May of 1953 pursuant to state statutes, for the purpose of providing park and recreational opportunities to residents of the community and the public at large. The Geneseo Park District receives its operating authority from the Illinois Park District Code. Through the Code, the Geneseo Park District is empowered to levy taxes within specific limits, acquire and develop parks, build and operate recreation facilities, and conduct recreation programs.

## **DESCRIPTION**

The Geneseo Park District is an autonomous governmental agency, responsible directly to the people through the election and referendum process. Contributions made to the Park District are tax deductible as a charitable contribution by the donor. The District encompasses some 144 square miles and takes in the City of Geneseo and parts of nine other townships (Hanna, Phoenix, Loraine, Osco, Atkinson, Cornwall, Munson, Edford, and all of Geneseo). The facilities of the Geneseo Park District include: Community Center; Indoor Pool, Aquatic Center, Central Theater; Athletic Field Park; Anderson Memorial Park and Edwards Park Property.

## **OFFICE OF THE GENESEO PARK DISTRICT**

The Geneseo Park District office is located at the Geneseo Community Center, 541 East North Street, Geneseo, Illinois 61254. The phone number is (309) 944-5695.

## **OPERATING BUDGET**

Our total operating budget is available on our website at [www.geneseoparkdistrict.org](http://www.geneseoparkdistrict.org).

## **BOARD OF COMMISSIONERS**

The Geneseo Park District is governed by 5 elected Park Commissioners, who serve a 4 year term without remuneration. It is the responsibility of the Board of Park Commissioners to acquire, develop, maintain and protect park and recreation areas in Geneseo. This is accomplished by the development of policies and ordinances which govern the operation of the Geneseo Park District and by the adoption of an operating budget. The Board employs an Executive Director to carry out the policies of the Board. Regular Board meetings are held monthly at the Geneseo Park District Aquatic Center Poolside Room, 541 E North Street, Geneseo, Illinois. Please check with the Geneseo Park District office for details at 309-944-5695. A directory of current commissioners and their email addresses is available on our website at [www.geneseoparkdistrict.org](http://www.geneseoparkdistrict.org).

## **ADVISORY COMMITTEE**

It is the purpose of the Advisory Committee members to assist the Board of Commissioners and the Park District staff to investigate new ideas, evaluate programs and facilities, study possible changes and improvements, and to serve as advocates for the Geneseo Park District throughout the Geneseo community.

Advisory Committee members are residents and/or current active users of Geneseo Park District programs, facilities and services. Members attend bi-annual scheduled meetings generally held at the Geneseo Park District Dedrick Room, 541 E North Street, Geneseo, Illinois. Please check with the Geneseo Park District office for details at 309-944-5695. A directory of current advisory committee members is available on our website at [www.geneseoparkdistrict.org](http://www.geneseoparkdistrict.org).

## **STAFF**

The Geneseo Park District employs 7 full-time employees and approximately 150 additional part-time employees, depending upon the season.

## **ORGANIZATIONAL CHART**

Please see Exhibit A.

## **ADA COMPLIANCE OFFICER**

The Geneseo Park District has appointed Scott Himmelman, Superintendent of Facilities, as the ADA Compliance Officer. If you have any questions or concerns about access to recreation for Americans with Disabilities, you may contact him at (309) 944-5695. [shimmelman@geneseoparkdistrict.org](mailto:shimmelman@geneseoparkdistrict.org)

## **FOIA OFFICERS**

In compliance with Section 3.5 of the Freedom of Information Act (FOIA), the Geneseo Park District's Freedom of Information Officer is Andy Thurman, Executive Director. The Freedom of Information Officer alternate is Jodie Olson, Administrative Assistant. All FOIA requests must go through the Executive Director's office at the Geneseo Community Center. The Executive Director's office hours are as follows: Monday - Friday 8:00 am to 5:00 pm.

Andy Thurman  
Executive Director/FOIA Officer  
Geneseo Park District  
541 E North Street  
Geneseo, IL 61254  
(309) 944-5695  
[athurman@geneseoparkdistrict.org](mailto:athurman@geneseoparkdistrict.org)

The Geneseo Park District shall display at its Administrative Office, make available for inspection and copying, and send through the mail if requested, a copy of the Geneseo Park Districts Municipal Directory Procedures for Requesting Information Under the Freedom of Information Act.

## **DEFINITIONS, AS USED IN THE FREEDOM OF INFORMATION ACT (SECTION 2):**

"Public body" means all legislative, executive, administrative, or advisory bodies of the State, state universities and colleges, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees, or commissions of this State, any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees thereof, and a School Finance Authority created under Article 1E of the School Code. "Public body" does not include a child death review team or the Illinois Child Death Review Teams Executive Council established under the Child Death Review Team Act.

"Person" means any individual, corporation, partnership, firm, organization or association, acting individually or as a group.

"Public records" means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.

"Private information" means unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person.

### **CATEGORIES OF INFORMATION AVAILABLE THROUGH THE FREEDOM OF INFORMATION ACT**

All records in the custody or possession of a public body that are presumed to be open to inspection or copying. Any public body that asserts that a record is exempt from disclosure has the burden of proving by clear and convincing evidence that it is exempt.

Records of funds. All records relating to the obligation, receipt, and use of public funds of the State, units of local government, and school districts are public records subject to inspection and copying by the public.

Payrolls. Certified payroll records submitted to a public body under Section 5(a)(2) of the Prevailing Wage Act are public records subject to inspection and copying in accordance with the provisions of this Act; except that contractors' employees' addresses, telephone numbers, and social security numbers must be redacted by the public body prior to disclosure.

Settlement agreements. All settlement agreements entered into by or on behalf of a public body are public records subject to inspection and copying by the public, provided that information exempt from disclosure under Section 7 of this Act may be redacted.

### **EXAMPLES OF INFORMATION AVAILABLE THROUGH FOIA**

The following examples are merely a listing of the most commonly requested documents. It is not to be construed as exhaustive or limiting. Nothing contained in this list affects the Geneseo Park District's ability to refuse to disclose public records for inspection or copying which are exempt under Section 7 of the Freedom of Information Act.

- Administrative Manuals, Employee Manuals and Safety Manuals
- Annual Treasurer's Receipts and Disbursements Reports
- Audit Reports
- Bank Statements, Deposit Slips
- Bids for Equipment or Services
- Check Registers
- Class Lists
- Class Registrations
- Contracts for Construction Projects
- Donation List
- General Ledger and Journals
- Insurance Policies
- Insurance Waivers
- Minutes of Board Meetings
- Miscellaneous Correspondence
- Monthly Financial Statements
- Ordinances
- Paid Bills and Invoices

Policies and Procedures  
Program Brochures  
Resolutions  
Time Sheets

## **PROCEDURES FOR REQUESTING RECORDS AND RESPONDING TO REQUESTS**

All requests to inspect or copy records shall be sent to: Executive Director, Geneseo Park District, 541 E North Street, Geneseo, IL 61254. The Geneseo Park District's phone number is (309) 944-5695. The Geneseo Park District has request forms available for your use in requesting to inspect or obtain copies of public records. (See Exhibit B). The Geneseo Park District encourages the use of this form but does not require that a request be submitted on this form or require the requester to specify the purpose for a request, except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver.

Written requests may be submitted to the Geneseo Park District's Executive Director via personal delivery, mail, fax, or e-mail. A person can request one or more specified records or can request all records falling within a category. The request must reasonably identify the records that have been requested. All requests for inspection or copying that are received by the Geneseo Park District shall immediately be forwarded to the FOIA Officer.

It is the responsibility of the FOIA Officer to receive FOIA requests submitted to the Geneseo Park District and ensure that the District responds to the request and processes the request in a timely fashion. When the FOIA Officer receives a request the officer will:

- note the date the Geneseo Park District receives the written request;
- compute the day on which the period for response will expire and make a notation of that date on the written request; (See attached Form 2)
- maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and
- create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

The Executive Director shall be the person with authority on behalf of the Geneseo Park District to respond to such requests and to issue the appropriate notices with respect to such matters. (See attached Form 3).

Upon receipt of a request, the Executive Director will permit inspection or provide copies of any requested records that are subject to disclosure under FOIA. The Executive Director may consult with the District's attorney before responding to any request to inspect or copy public records.

## **REQUESTS FOR A COMMERCIAL PURPOSE**

“Under section 2(c-10), commercial purpose' means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a 'commercial purpose' when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.”

The general time periods for compliance or denial of a request to inspect or copy records do not apply to requests for records made for a commercial purpose. Such requests are subject to section 3.1 of the Act (5 ILCS 140/3.1). Instead of the 5 business day period specified for response to non-commercial requests, the

Geneseo Park District must respond to a request for records to be used for a commercial purpose within 21 working days after receipt. The Geneseo Park District may:

- provide the records;
- provide the requester with an estimate of when the requested records will be furnished and an estimate of the fees to be charged, which the Geneseo Park District may require be paid in full before copying;
- deny the request if the records are exempted from disclosure; or
- advise the requester that the request is unduly burdensome and must be narrowed.

Unless the records are exempt from disclosure, the Geneseo Park District will comply with the request within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. All exemptions applicable to non-commercial requests also apply to requests made for a commercial purpose. At the time of the request, the Geneseo Park District may ask a requester whether the request is for a commercial purpose. It is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the Geneseo Park District.

### **TIME FOR RESPONSE**

The Geneseo Park District will respond within 5 business days after receipt of the request (in counting the number of days allowed for any response, day 1 of the 5 day timeline is the first business day after the request is received by the park district - the day on which the request was first received shall not be included). A business day means a day during the week, Monday through Friday between the hours of 8:00 am and 5:00 pm. Saturdays, Sundays and state holidays are not business days and are not counted in computing the 5 business day time period.

All approved request responses issued by the Geneseo Park District shall be conclusively deemed to have been given as of:

- (i). the date of notification to the person their request is available to be picked up at the office of the Geneseo Park District;
- (ii.) if personally delivered, as of the date of personal delivery to the person, or to the residence of the person entitled to such response; (personal deliveries will only be made upon request to Geneseo residents who are unable to pick up their request and mailing is not a viable option)
- (iii.) if mailed, as of the date of mailing, regardless of the date of actual receipt by such person. Each such response shall include a verified proof of service evidencing the method by which, and time at which such response was delivered. (See attached Form 4).

### **EXTENSION OF TIME FOR RESPONSE**

The Geneseo Park District may extend the time for response for up to 5 additional business days from the original due date for response if the following circumstances apply:

- (i) the requested records are stored in whole or in part at other locations than the Geneseo Park District office;
- (ii) the request requires the collection of a substantial number of specified records;
- (iii) the request is couched in categorical terms and requires an extensive search for the records responsive to it;
- (iv) the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
- (v) the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure or should be disclosed only with appropriate deletions;
- (vi) the request for records cannot be complied with by the Geneseo Park District within 5 business days

without unduly burdening or interfering with the operations of the Geneseo Park District; or (vii) there is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

When an extension of time for response is taken for any of these reasons, the Geneseo Park District will, within 5 business days after receipt of the original request, notify the person making the request and specify the reason for the extension and the date when a response will be forthcoming. (See attached Form 6).

### **INSPECTION OR COPYING**

The right to inspect public records is a fundamental right guaranteed by FOIA. Although a person may obtain copies of records, he or she is not required to purchase copies of records in order to gain access to them. Public records disclosed to the requestor may only be inspected at the Geneseo Park District Office located at 541 E North Street, Geneseo, Illinois, during normal business hours. Requestors must make arrangements in advance with the Executive Director of the Geneseo Park District for a specific appointment to inspect the requested records. The Executive Director can be reached at (309) 944-5695 to schedule an appointment. If you do not make an appointment to inspect or pick up the specified records on or before the thirtieth working day after the date of notice, then the specified records will be re-filed and will be made available to you only upon the filing of a new request for records. When a person requests copies of records, the Geneseo Park District will provide the records in the format in which they are ordinarily maintained. Upon inspection or delivery of copies of the requested public records, the Requestor will be required to acknowledge such fact in writing. (See Form 5).

### **COPYING FEES - PAPER COPIES**

The fee for black and white, letter or legal sized copies will not exceed 15 cents per page. No fees will be charged for the first 50 pages of black and white, letter or legal sized copies provided to a requester.

If the Geneseo Park District provides copies in color or in a size other than letter or legal size, the Geneseo Park District will charge its actual cost for reproducing the records.

In calculating its actual cost for reproducing records or for the use of the equipment of the Geneseo Park District to reproduce records, the Geneseo Park District will not include the costs of any search for and review of the records, or any other personnel costs associated with reproducing the records.

### **COPYING FEES - ELECTRONIC RECORDS**

When the Geneseo Park District responds to a request for records maintained in an electronic format, the Geneseo Park District will charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium. The Geneseo Park District will not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records.

### **FEE WAIVERS**

If a person requesting documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest, the Geneseo Park District shall determine whether a reduction or waiver is appropriate. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public, and is not for the principal purpose of personal or commercial benefit. In determining the amount of the waiver or reduction, the Geneseo Park District will take into consideration the amount of materials requested and the cost of copying them.



## **UNDULY BURDENSOME CATEGORICAL REQUESTS**

The Geneseo Park District will comply with requests for all records falling within a specific category unless compliance with the request would be "unduly burdensome" for the Geneseo Park District. Before declining to comply with a request as unduly burdensome, the Geneseo Park District will extend to the person making the request an opportunity to reduce the request to manageable proportions. (See attached Form 7).

## **EXEMPTIONS TO THE DUTY TO DISCLOSE**

The Geneseo Park District will refer to the specific text of FOIA pertinent exception(s) in determining whether a record, or certain information contained in a record, is exempted from disclosure. There are a number of exemptions from inspection and copying provided through Section 7 of Freedom of Information Act. The following list contains some of the more significant exemptions:

Information specifically prohibited from disclosure by federal or State law or rules and regulations implementing federal or State law.

Private information, unless disclosure is required by another provision of this Act, a State or federal law or a court order.

Personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. "Unwarranted invasion of personal privacy" means the disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information. The disclosure of information that bears on the public duties of public employees and officials shall not be considered an invasion of personal privacy.

Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body. The exemption provided in this paragraph (f) extends to all those records of officers and agencies of the General Assembly that pertain to the preparation of legislative documents.

Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested. All trade secrets and commercial or financial information obtained by a public body, including a public pension fund, from a private equity fund or a privately held company within the investment portfolio of a private equity fund as a result of either investing or evaluating a potential investment of public funds in a private equity fund. The exemption contained in this item does not apply to the aggregate financial performance information of a private equity fund, nor to the identity of the fund's managers or general partners. The exemption contained in this item does not apply to the identity of a privately held company within the investment portfolio of a private equity fund, unless the disclosure of the identity of a privately held company may cause competitive harm. Nothing contained in this paragraph shall be construed to prevent a person or business from consenting to disclosure.

Proposals and bids for any contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contractor agreement with the body, until an award or final selection is made. Information prepared by or for the body in preparation of a bid solicitation shall be exempt until an award or final selection is made.

Valuable formulae, computer geographic systems, designs, drawings and research data obtained or produced by any public body when disclosure could reasonably be expected to produce private gain or public loss. The exemption for "computer geographic systems" provided in this paragraph does not extend to requests made by news media as defined in Section 2 of this Act when the requested information is not otherwise exempt

and the only purpose of the request is to access and disseminate information regarding the health, safety, welfare, or legal rights of the general public.

Architects' plans, engineers' technical submissions, and other construction related technical documents for projects not constructed or developed in whole or in part with public funds and the same for projects constructed or developed with public funds, including but not limited to power generating and distribution stations and other transmission and distribution facilities, water treatment facilities, airport facilities, sport stadiums, convention centers, and all government owned, operated, or occupied buildings, but only to the extent that disclosure would compromise security.

Minutes of meetings of public bodies closed to the public as provided in the Open Meetings Act until the public body makes the minutes available to the public under Section 2.06 of the Open Meetings Act.

Communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.

Records relating to a public body's adjudication of employee grievances or disciplinary cases; however, this exemption shall not extend to the final outcome of cases in which discipline is imposed.

Administrative or technical information associated with automated data processing operations, including but not limited to software, operating protocols, computer program abstracts, file layouts, source listings, object modules, load modules, user guides, documentation pertaining to all logical and physical design of computerized systems, employee manuals, and any other information that, if disclosed, would jeopardize the security of the system or its data or the security of materials exempt under this Section.

Records relating to collective negotiating matters between public bodies and their employees or representatives, except that any final contract or agreement shall be subject to inspection and copying.

The records, documents, and information relating to real estate purchase negotiations until those negotiations have been completed or otherwise terminated. With regard to a parcel involved in a pending or actually and reasonably contemplated eminent domain proceeding under the Eminent Domain Act, records, documents and information relating to that parcel shall be exempt except as may be allowed under discovery rules adopted by the Illinois Supreme Court. The records, documents and information relating to a real estate sale shall be exempt until a sale is consummated.

Any and all proprietary information and records related to the operation of an intergovernmental risk management association or self-insurance pool or jointly self-administered health and accident cooperative or pool. Insurance or self insurance (including any intergovernmental risk management association or self insurance pool) claims, loss or risk management information, records, data, advice or communications.

Information contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of a public body responsible for the regulation or supervision of financial institutions or insurance companies, unless disclosure is otherwise required by State law.

Vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks upon a community's population or systems, facilities, or installations, the destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of the personnel who implement them or the public. Information exempt under this item may include such things as details pertaining to the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations.

A public record that is not in the possession of a public body but is in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the public body, and that directly

relates to the governmental function and is not otherwise exempt under this Act, shall be considered a public record of the public body, for purposes of this Act.

This Section does not authorize withholding of information or limit the availability of records to the public, except as stated in this Section or otherwise provided in this Act.

Statutory Exemptions. To the extent provided for by the statutes referenced in the Freedom of Information Act, certain other documents shall be exempt from inspection and copying.

### **REDACTING EXEMPT INFORMATION**

If the Geneseo Park District receives a request for access to a record that contains information that is exempt from disclosure but also contains information that is not exempt, the Geneseo Park District will separate the exempt from the nonexempt information and disclose the nonexempt information. If copies of the records are requested in paper format, redaction of exempt information will be accomplished by blacking out the information or by similar means. If such information is maintained only on computer tapes or disks, the Geneseo Park District will prepare a computer program that will segregate the information; this is not considered the creation of a new record, for purposes of FOIA.

When a person has requested to inspect records containing both exempt and nonexempt information, rather than to obtain copies, the only practical method of complying will be to prepare redacted copies of the documents for inspection. In such circumstances, the Geneseo Park District will not charge a copying fee to the requester.

### **DENIAL OF REQUESTS**

If the Executive Director of the Geneseo Park District denies a request for public records on the basis that the records are exempt under Section 7 of FOIA, the District will notify the requester in writing of the decision to deny the request, specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority (if any) and the names and titles or positions of each person responsible for the denial. Each notice of denial, (See attached Form 8), by the Geneseo Park District shall also inform the requester of the right to review by the Public Access Counselor and shall provide the address for the Public Access Counselor. Each notice of denial shall also inform the requester of his or her right to seek judicial review.

### **REVIEW OF INTENT TO DENY**

When the Geneseo Park District receives a request for records and the Executive Director asserts that the records are exempt under either Section 7(1)(c) or 7(1)(f) of FOIA, the Geneseo Park District will, within the time periods provided for responding to a request, provide written notice to the requester and to the PAC of its intent to deny the request in whole or in part. The notice will include: a copy of the request for access to records; the proposed response from the Geneseo Park District; and a detailed summary of the Geneseo Park District's basis for asserting the exemption. (See attached Form 9). Within 5 working days after receipt of the notice of intent to deny, the PAC shall determine whether further inquiry is warranted, and shall notify both the Geneseo Park District and the requester if further review will be undertaken. The procedures governing the review of denials, including the production of documents, shall also be applicable to the review of an intent to deny submitted by the Geneseo Park District. Times for response or compliance by the Geneseo Park District under Section 3 of FOIA are tolled until the PAC concludes his or her inquiry.





**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.

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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: \_\_\_\_\_