



## Freedom of Information Act (FOIA)

In compliance with the Illinois Freedom of Information Act, the Mt. Prospect Park District provides the following information to assist citizens who ask for access to records authorized under this Act.

The request for access to public records must be made in writing. A written request does not have to be made on a standard form, though the Mt. Prospect Park District does provide a Freedom of Information Request Form available for download here or at the Park District's Administration Office at 1000 W. Central Road, Mt. Prospect, Illinois 60056. You may submit your written request in person at the address below, or via mail, fax, or email.

Please submit your request to:

Jeanette Foley, FOIA Officer  
George Giese, FOIA Officer  
Mt. Prospect Park District Administration Offices  
1000 W. Central Road  
Mt. Prospect, IL 60056  
Fax: 847-255-1438  
Email: [foiarequest@mppd.org](mailto:foiarequest@mppd.org)

When submitting your written request, please be as specific as possible. The Freedom of Information Act is designed to allow you to inspect public records and/or to be provided with copies of public records. It is not designed to require a public body to answer questions.

When a written request for records has been submitted, the Park District must provide access to those records and/or copies within five (5) business days. Under certain circumstances, this time limit may be extended for five (5) more business days. Notice of this five day extension must be sent to the person requesting the records.

Please indicate if your request is for a commercial purpose in which case the Park District will provide access to the records and/or copies within twenty-one (21) business days. (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.)

There is no fee for the first 50 pages of standard paper copies. For more than 50 copies, there is a fee of .15 cents per page. You are permitted to ask for a waiver of copying fees. You must include a specific explanation as to why your request for information merits a fee waiver and include the following statement on your written request, "I request a waiver of all fees associated with this request."

Please include your full name, phone number(s), mailing address, and e-mail with your request.