



## **Illinois Freedom of Information Act**

In compliance with the Illinois Freedom of Information Act, the Decatur Park District provides information to citizens who ask for access to records authorized under the 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 Decatur Park District does provide a form below or at the Park District's Administration Office at 620 E. Riverside Ave., Decatur, Illinois 62521. You may submit your written request in person at the address listed below - or via mail, fax, or email.

### **Please submit your request to:**

Mandy Childress – FOIA Officer  
Decatur Park District  
620 E. Riverside Ave.  
Decatur, IL 62521  
Fax: 217-421-7422  
Email: [mchildress@decparcs.com](mailto:mchildress@decparcs.com)

When submitting your written request, please be as specific as possible. The Freedom of Information Act is designed to allow you to receive and/or inspect copies of 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 of them 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. If so, the Park District must provide access to the records and/or copies of them 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.)

Please let us know if you would like a copy of the requested records or if you would like to examine the records in person (at the address listed above). There is no fee for up to 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. To do so, please include the following statement on your written request, "I request a waiver of all fees associated with this request." You must include a specific explanation as to why your request for information merits a fee waiver.

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

**DECATUR PARK DISTRICT  
REQUEST FOR PUBLIC RECORDS**

Submit Request to:

**Mandy Childress – FOIA Officer**  
**Decatur Park District**  
**620 E. Riverside Ave.**  
**Decatur, IL 62521**  
**Fax: 217-421-7422**  
**Email: mchildress@decparcs.com**

FOR OFFICE USE ONLY	
Date Rec'd	_____
Date Due	_____

Name of Requester \_\_\_\_\_ Signature \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax (optional) \_\_\_\_\_

E-mail (optional) \_\_\_\_\_

**Description of requested record(s):** *(Please be specific. Additional pages may be attached, if necessary)*

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Is this request for a commercial purpose? \_\_\_\_\_ YES \_\_\_\_\_ 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 it is for a commercial purpose. 5 ILCS 140.31(c)*

Do you want to receive copies of the documents? \_\_\_\_\_ YES \_\_\_\_\_ NO

Do you want the copies certified? \_\_\_\_\_ YES \_\_\_\_\_ NO

Do you want to review the documents? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you would like to receive copies of the documents, would you like paper or electronic copies?

\_\_\_\_\_ Paper \_\_\_\_\_ Electronic

If you would like electronic copies, please indicate the format in which you would like to receive them.

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*(The Decatur Park District will provide documents in the format requested, if feasible)*

Are you requesting a fee waiver? \_\_\_\_\_ YES \_\_\_\_\_ NO

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