

# Freedom of Information Act FOIA Request Form & Information

The Fox Valley Park District makes every effort to comply with the State of Illinois Public Freedom of Information Act (FOIA) that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. FOIA requests may be submitted to the administration office in person, by mail, fax or email at the addresses below. Freedom of Information Request Forms **are optional**, but may be obtained by calling 630-897-0516, may be downloaded from the District's website at [www.foxvalleyparkdistrict.org](http://www.foxvalleyparkdistrict.org) or obtained at the Cole Center Reception Desk. At all public facilities and online, you will find **Fox Valley Park District General Information** – a summary of the District's mission statement and purpose, organizational charts, operating budget, the number and location of all of its separate offices, the number of full and part-time employees and identification of the District's board members.

Requestor's name \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Is this request for commercial purposes?  Yes  No

### Information/records being requested (PLEASE BE SPECIFIC)

Indicate how you prefer to receive your response:  Mail  Email  Fax  Pick up in person

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requestor's signature \_\_\_\_\_ Date \_\_\_\_\_

#### FOIA requests are accepted in person, by mail, fax or email (see the following FOIA contact information):

Administration Office: Cole Center Administrative Office  
 101 W. Illinois Ave., Aurora, IL 60506  
 Office Hours: 8 a.m. to 4:30 p.m. Monday through Friday  
 Phone: 630-897-0516 / Fax: 630-897-6896

FOIA Officer & Email:  
 Kim Nooncaster, Executive Assistant to the Executive Director  
[knooncaster@fvpd.net](mailto:knooncaster@fvpd.net)

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 \$ \_\_\_\_\_ Additional fees for oversized pages,  
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 \$ \_\_\_\_\_ **Total fees due**

Signature of FOIA Officer Responding \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>			
REQUEST RECEIVED BY _____	TITLE _____		
DATE REQUEST RECEIVED _____	DATE REQUEST DENIED _____	DATE RESPONSE DUE _____	
FIVE (5) BUSINESS DAYS			
DATE RESPONSE MADE _____	MAILED _____	EMAILED _____	FAXED _____ PICKED UP _____
TIME EXTENSION REQUESTED: YES _____ NO _____ EXTENSION DUE DATE _____			