

## ROSEMONT PARK DISTRICT

### INFORMATION FOR PERSONS REQUESTING DOCUMENT AND RECORDS UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT

Person seeking to obtain documents and records pursuant to the Illinois Freedom of Information Act may do so by filing a written request. The request does not have to be on any particular form; however the Park District does have forms available for this purpose that can be obtained from the Park Districts office (Margaret J. Lange Park).

All requests for records pursuant to the freedom of Information Act should be made to the Park District office (Margaret J. Lange Park). Upon written request, records stored by means of electronic data processing will be provided in a printed format that is comprehensible to person lacking knowledge of computer language or computer print-out formats. Ordinances enacted by the Board of Commissioners of the Rosemont Park District are kept or housed, and are available for inspection, at Margaret J. Lange Park. The Rosemont Park District address and telephone numbers are:

Rosemont Park District  
Margaret J. Lange Park  
6140 N Scott St.  
Rosemont, IL 60018  
(847) 823-6685  
Fax: (847) 823-5798

The Park District reserves the right to charge a fee to recover its actual cost of copying records requested pursuant to the Illinois Freedom of Information act. These fees are as follows:

- A. For black and white copies that are letter or legal size for documents that can be copied using the equipment in the Park District Offices, there is now fee for the first fifty (50) pages or sheets. After the first fifty pages or sheets, the fee is \$.15 per sheet or page.
- B. For color copies and copies that are not letter or legal size the fee is the actual cost of copying the document.
- C. The fee for certification of a document is \$1.00 per document.
- D. If a document cannot be copied using equipment in the Park District Administrative Office, the fee is the actual cost incurred in having the document copied by a copying service or other entity.
- E. The fee for electronic copies: Actual cost of the recording medium (CD, tape, disk, DVD) on which copies are provided.
- F. Postage of other cost of having documents delivered to person making the request.

If a fee for copies is set by the state statute, the statutory fee shall apply.

The following is a list of the types or categories of the public records which are under the Park Districts control:

- A. Meeting Minutes and Agendas
- B. Ordinance and Resolutions
- C. Contracts and Leases
- D. Correspondence and other written communications
- E. Records relating to expenditures made and revenue received by the Park District including invoices, and checks

- F. Records relating to personnel employed by the Park District
- G. Audits and other financial statements and reports
- H. Other documents and records relating to the operation and administration of the Park District

The Park District Freedom of Information Officers are:

Karen Stephens  
Director of Parks and Recreation

Omar Camarillo  
Program Director

The following records will be made available as soon as reasonably possible following receipt of a request for the record. Copying fees apply:

- A. Park district Ordinances and Resolutions.
- B. Minutes of meetings of the Park District's corporate authorities that have been approved.
- C. The most recently prepared copy of the Park District's Annual Financial Statement.
- D. Agendas of the meetings of the Park District's corporate authorities that have occurred within the past 12 months or which have been prepared and issued for meeting that are scheduled to occur, but have not yet actually occurred.

Rosemont Park District meeting agendas and meeting minutes are available online at <http://www.Rosemontparkdistrict.com>