

Written Request for Inspection or Copying of Public Records – FOIA Request

To: The Peotone Park District

Attention: Barbara Sim, Freedom of Information Officer

Requestor Information

Name and Title (if applicable): _____

Mailing Address: _____

Telephone Number: _____

E-mail address: _____

Date of Request: _____

Is this request for records to be used for a commercial purpose? _____ YES _____ NO

Describe in detail the public records you are requesting and state whether you wish to inspect and/or copy such records. Please state whether such public records are to be certified.

The Peotone Park District will respond to the above request within five (5) business days from the above date unless one or more of the reasons for an extension of time provided for in Section 3(d) of the Act are invoked by the Park District. The Peotone Park District will respond to requests to be used for a commercial purpose within twenty-one (21) business days from the above date. **NOTE: The first day in the timeline is the first business day after the request is received.**

Signature of Requestor: _____