



Arnold Randall, General Superintendent

**REQUEST FOR RECORDS IN ACCORDANCE WITH THE
FREEDOM OF INFORMATION ACT
FOR THE DEPARTMENTS UNDER THE JURISDICTION OF THE FOREST PRESERVE DISTRICT**

1) I am requesting to : Inspect ____ Copy ____ the following public records

(Please be specific)

2) Will this material be used for commercial purpose? Yes ____ No ____

- Commercial use means the use of any part of a public record or records, or information derived from public records, in any form, for sale, resale, or advertisement for sales or services.
- It is a violation of the Freedom of Information Act to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

REQUESTOR CONTACT INFORMATION:

NAME COMPANY NAME (if applicable)

ADDRESS CITY/STATE/ZIP

EMAIL ADDRESS TELEPHONE NUMBER (with area code) FAX NUMBER

SIGNATURE

- For non-commercial requests, a response will be made within 5 business days after receipt of this request. The response may be extended for an additional 5 business days; you will receive a written response stating the reason for the extension.
- For all commercial requests, a response will be made with 21 business days after receipt of this request with an estimated completion date and fee estimate. Unless the records are exempt, the request will be completed within a reasonable time period based on the size and complexity of the request. Priority shall be given to records requested for non-commercial purposes.
- If your request is denied, you will receive a written response stating the reason for the denial. Denial appeals should be sent to the Attorney General's Public Counselor
- Receipt of fee payment is required before copying of requested record is initiated.

<p>FOR OFFICE USE ONLY: Request received By: _____ (FPDCC Employee)</p> <p>Department: _____ Date: _____ Internal File No. _____</p>	<p>FOR OFFICE USE ONLY: Request to inspect ____ copy ____ has been:</p> <p>Approved/ Denied (Circle one)</p> <p>____ # pgs copied TOTAL FEES \$ _____ (Pgs 1-50 @ no cost/Additional pgs @\$0.15 per page)</p>
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