

# WAUCONDA PARK DISTRICT

## Suggested Freedom of Information Act Request Form

### For Inspection or Copying of Public Records

**A written Wauconda Park District Freedom of Information Act request must be presented. You do not need to use this specific form although all required information must be included in any written request. The Wauconda Park District reserves the right to charge a fee for reproduction of public records consistent with the schedule of fees (5ILCS 140/1, et seq.) on the reverse of this form. Payment for copying or certifying public records is due at the time records are copied or certified.**

Name of person making request:

\_\_\_\_\_

Address of person making request:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Describe in detail, below, the public records you are requesting and state whether you wish to inspect and/or copy such records. Also, please state whether such public records are to be certified or for commercial use.

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

The Wauconda Park District will respond to the above non-commercial requests within five (5) working days from the date of receipt unless an extended time period is required.

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(FOR OFFICE USE ONLY)

Date Received: \_\_\_\_\_ Request Denied: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Denied By: \_\_\_\_\_

600 N. Main Street – Wauconda, Illinois 60084 – (847) 526-3610 – Fax (847) 526-3791