

## 2024 FOIA REQUEST FORM

In compliance with the Illinois Freedom of Information Act, the River Trails Park District provides the following information to assist citizens who ask for access to records authorized under the Act.

The request for access to public records must be made in writing. A written request does not have to be made on a standard form, though the River Trails Park District does provide a [Freedom of Information Act form](#) on its website (rtpd.org) or at the Park District's Administration Office – 401 E. Camp McDonald Rd., Prospect Heights, IL 60070. You may submit your written request in person at the address listed below - or via mail, fax, or e-mail.

Please submit your request to:

Bret Fahnstrom – FOIA Officer  
River Trails Park District  
401 E. Camp McDonald Road, Prospect Heights, IL 60070  
Email: [foiarequest@rtpd.org](mailto:foiarequest@rtpd.org)

When submitting your written request, please be as specific as possible. The Freedom of Information Act is designed to allow you to receive and/or inspect copies of records. It is not designed to require a public body to answer questions.

When a written request for records has been submitted, the Park District must provide access to those records and/or copies of them within five (5) business days. Under certain circumstances, this time limit may be extended for five (5) more business days. Notice of this five-day extension must be sent to the person requesting the records.

Please indicate if your request is for a commercial purpose. If so, the Park District must provide access to the records and/or copies of them within twenty-one (21) business days. (It is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.) Please let us know if you would like a copy of the requested records or if you would like to examine the records in person (at the address listed above). There is no fee for up to 50 pages of standard paper copies. For more than 50 copies, there is a fee of .15 cents per page. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement on your written request, "I request a waiver of all fees associated with this request." You must include a specific explanation as to why your request for information merits a fee waiver. Please include your full name, telephone number(s), mailing address and/or e-mail address with your request.

### **METHOD FOR REQUESTING RECORDS:**

All requests for records from any member of the public must be presented or addressed to Bret Fahnstrom, Executive Director, River Trails Park District, 401 E. Camp McDonald Road, Prospect Heights, IL 60070, in writing. This written request must contain the following information.

1. Date of request
2. The exact information requested must be identified.
3. The name and address of the requestor must be included in this written request.
4. The form for making a request is available through the park district and also attached at the end of this manual.

**PROCEDURE:**

1. The River Trails Park District will either comply with or deny such request for information in writing within five (5) business days after receipt. Should additional time be needed to collect the information or determine exemption from disclosure, an additional five (5) days for compliance will be allowed.
2. All records will be made available for inspection at the River Trails Park District Administration Office from 9:00 a.m. until 5:00 p.m., Monday through Friday, unless during official holidays where the office is not open.
3. All requests for information must be addressed to Bret Fahnstrom, Executive Director, 401 E. Camp McDonald Road, Prospect Heights, IL 60070. Forms requesting information are available at this location.

**FEES:**

1. There is no fee for up to 50 pages of standard paper copies. For more than 50 copies, there is a fee of **.15** cents per page. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement on your written request, "I request a waiver of all fees associated with this request." You must include a specific explanation as to why your request for information merits a fee waiver. Please include your full name, telephone number(s), mailing address and/or e-mail address with your request.
2. No fees shall be charged for any staff costs involved in researching and/or copying.

**LIST OF RECORDS MAINTAINED BY THE RIVER TRAILS PARK DISTRICT**

**Administration Files**

Board Meeting Minutes, Ordinances, Resolutions, Policies, Freedom of Information Requests, Election Information, Referendum Information, Comprehensive Plan, Bid Documents, Annexation Information, Intergovernmental Agreements, Parks/Facilities Information, Certified Payrolls, Training Reports.

**Finance Department Files**

Financial Records, Budget, Tax Levy, Annual Audit, Payroll, Human Resources, Registration, Accounts Payable, Accounts Receivable.

**Recreation Operations Department Files**

Registration Statistics, Participation Reports, Annual Reports.

**Revenue Facility Files**

Rob Roy Golf Course Statistics and Woodland Trails Driving Range Statistics.

**Parks Department Files**

Parks Plans, Building Plans, Bid Documents.

**LIST OF RECORDS IMMEDIATELY AVAILABLE FROM THE RIVER TRAILS PARK DISTRICT WEBSITE**

**Administration Files**

Board Meeting Minutes (approved)  
Ordinances & Resolutions  
Comprehensive Plan  
User Policies & Regulations Manual

**Finance Department Files**

Budget  
Tax Levy  
Annual Financial Reports  
Employee Compensation

**RIVER TRAILS PARK DISTRICT  
REQUEST FOR PUBLIC RECORDS**

Submit Request to:

**Bret Fahnstrom – FOIA Officer**  
**River Trails Park District**  
**401 E. Camp McDonald Road**  
**Prospect Heights, IL 60070**  
**E-mail: [foiarequest@rtpd.org](mailto:foiarequest@rtpd.org)**

FOR OFFICE USE ONLY

Date Rec'd \_\_\_\_\_

Date Due \_\_\_\_\_

Name of Requester \_\_\_\_\_ Signature \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax (optional) \_\_\_\_\_

E-mail (optional) \_\_\_\_\_

**Description of requested record(s):** *(Please be specific. Additional pages may be attached, if necessary)*

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Is this request for a commercial purpose? \_\_\_\_\_ YES \_\_\_\_\_ NO  
*It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. 5 ILCS 140.31(c)*

Do you want to receive copies of the documents? \_\_\_\_\_ YES \_\_\_\_\_ NO

Do you want the copies certified? \_\_\_\_\_ YES \_\_\_\_\_ NO

Do you want to review the documents? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you would like to receive copies of the documents, would you like paper or electronic copies?

\_\_\_\_\_ Electronic \_\_\_\_\_ Paper

If you would like electronic copies, please indicate the format in which you would like to receive them.

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*(The River Trails Park District will provide documents in the format requested, if feasible)*

Are you requesting a fee waiver? \_\_\_\_\_ YES \_\_\_\_\_ NO

*(If you are requesting a waiver of fees for copying the documents, you must attach a statement of the purpose and whether the principal purpose is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).)*