



Form of Freedom of Information Act Request to the Winnetka Park District

Note to Requester. This form is designed to provide you with helpful guidance on how to submit a FOIA request to the Winnetka Park District. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your files.

Request Submitted to:

FOIA Officers

John Muno, Executive Director

Mary Cherveney, Administrative Services Manager

Winnetka Park District

540 Hibbard Rd.

Winnetka, Illinois 60093

Fax: (847) 501-5779

mcherveney@winpark.org

Date Requested: _____

Request Submitted by: _____ E-mail _____ U.S. Mail _____ Fax _____ In Person

Name of Requester: _____

Street Address: _____

City, State, Zip: _____

Telephone (Optional): _____ E-mail: _____

Fax (Optional): _____

Records Requested: Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.

Do you want to receive copies of the records? _____ YES _____ NO

Do you want Electronic Copies or Paper Copies? _____

If you want Electronic Copies, in what format? _____

Reproduction and Certification Fees Copies of records: For black and white, letter or legal sized copies, the first 50 pages are free, and any additional pages cost 15 cents a page. See Winnetka Park District's FOIA Rules and Regulations for additional information on fees for copying and certification.

INFORMATION REQUESTS SHALL BE IN WRITING, PREFERABLY ON THE FORMS PROVIDED, AND SENT OR DELIVERED TO:

John Muno
Executive Director
Winnetka Park District
540 Hibbard Road
Winnetka, Illinois 60093

Or

Mary Cherveney
Administrative Services Manager
Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093

Information, if available, will be ready for review or pick-up during regular working hours Monday thru Friday from 8:30 a.m. to 5:00 p.m., at the Administrative Office, 540 Hibbard Rd., Winnetka, Illinois, within five (5) business days after receipt of the request (subject to extension pursuant to law upon the Park District's notice of a time extension).

To sufficiently "narrow down" a request for information, discussion with one for the above listed persons may be necessary.