



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

Note to Requester. To submit a FOIA request to the Winnetka Park District, a written request must be presented. This form is not required. 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.

Date of Request: _____

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

Name of Requester: _____

Address, City, State, Zip: _____

Telephone: _____ E-mail: _____

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

Are the above request public records for commercial use? Yes No

FOIA allows the Park District to take up to five business days to fulfill a request. The District may extend the time for an addition (5) working days for specific reasons, which are outlined in the Freedom of Information Act. Information, if available, will be ready for review or pick-up during regular working hours Monday thru Friday, 8:30 a.m. to 5:00 p.m., at the Administrative Office, 540 Hibbard Rd., Winnetka, Illinois.

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

Submit Request to:

FOIA Officers

John Peterson, Executive Director – jpeterson@winpark.org *or*
Libby Baker, Office Associate – lbaker@winpark.org
Winnetka Park District
540 Hibbard Rd.
Winnetka, Illinois 60093
Fax: (847) 501-5779