



## PROCEDURE FOR OBTAINING INFORMATION FROM THE MANHATTAN PARK DISTRICT PER THE ILLINOIS FREEDOM OF INFORMATION ACT EFFECTIVE 7/1/1984

### About FOIA

The Manhattan Park District will disclose public records in compliance with the Freedom of Information Act (FOIA). A copy of the Act is available at the District's Administration Office at the Hansen Community Center, 397 S. State Street, Manhattan, IL. The District may, in accordance with the Act and in conjunction with the Office of the Public Access Counselor, deny any request that is exempt from disclosure, including (for example) information that would constitute an unwarranted invasion of personal privacy.

### Procedure for Requesting Information

1. Requests must be submitted in writing and may be submitted in person at the Hansen Community Center, by email to [jkelly@manhattanparks.org](mailto:jkelly@manhattanparks.org), by fax to 815.478.3428, or mailed to Manhattan Park District, Attention: Jay Kelly, FOIA Officer, 397 S. State Street, Manhattan, IL 60442.
2. Persons making the request may use the form available from the Manhattan Park District. The form can be obtained at the Administration Office or accessed from the District's website at [www.manhattanparks.org](http://www.manhattanparks.org). All requests must include the following information for the person making the request:
  - full name
  - current address and phone number
  - detailed description of the records sought
  - whether or not the request is for a commercial purpose
3. Within **5 business days** after the date the District receives the request, the designated FOIA officer will review and respond to the request. In certain circumstances specified in the Act, the Act permits the FOIA officer to extend the time for a response by no more than 5 additional business days or such additional time as the person making the request and the FOIA officer shall agree.
4. If any of the materials you requested are exempt under the Act, you will be notified of the exemptions. Any denial, or partial denial, or your request may be appealed to the Public Access Counselor's office within the Office of the Attorney General of the State of Illinois.
5. Records may be inspected at the Administration Office.
6. The Manhattan Park District is not required to maintain any record prior to the effective date of the Act: July 1, 1984 and is not generally required to create new records to answer particular questions the public may have.



**REQUEST FOR PUBLIC RECORDS**

Please mail to FOIA Officer, Manhattan Park District, 397 S. State Street, Manhattan, IL 60442, fax to (815) 478-3428, or email to [jkelly@manhattanparks.org](mailto:jkelly@manhattanparks.org).

Name of person or organization making request: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of Records Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check one: \_\_\_\_\_ Commercial Use \_\_\_\_\_ Personal Use

Please indicate your preference:

- I will examine the records at the Administration Office by appointment only within the hours of Monday through Friday, 8 am - 4:30 pm.
- I would like copies of the records sent to me at the above address for a fee of \$.15 per page after the first 50 pages for standard black and white copies. Costs for color or oversize copies may be higher.
- If available, I would like documents sent in electronic format. Extensive records that require CD formatting may be charged a fee.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use Only

Date Received: \_\_\_\_\_ Response Due Date: \_\_\_\_\_ Reply Date: \_\_\_\_\_

Notes: \_\_\_\_\_

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