



## How to file a Freedom of Information Act Request with the South Barrington Park District

The following are instructions on how to file a Freedom of Information Act (FOIA ) request with the South Barrington Park District:

1. Please make your request in writing. The South Barrington Park District does not require the completion of a standard form for this purpose. You may submit your written request by mail, fax or email.

**Please direct your request to:**

FOIA Officer - Jay Morgan, [jmorgan@sbpd.net](mailto:jmorgan@sbpd.net)

South Barrington Park District

3 Tennis Club Lane

South Barrington, Illinois 60010

Fax (847) 381-2824

2. Please be as **specific as possible** when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records.
3. Please tell us whether you would like copies of the requested records, or whether you wish to examine records in person. You have the right to either option.
4. There is no fee for up to 100 pages of standard paper copies. For pages beyond 100, there is a .15 cent-per-page charge.
5. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement ( or similar statement) in your written FOIA request. " I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.
6. Please include your name, preferred telephone number (s), mailing address and, if you wish, your email address.



**Freedom of Information Act Request**  
**South Barrington Park District**

**\*\* Note to requester:** This form is designed to provide you with helpful guidance on how to submit a FOIA request to the South Barrington 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 you files. **\*\***

Request submitted to:

FOIA Officer - Jay Morgan, [jmorgan@sbpd.net](mailto:jmorgan@sbpd.net)  
South Barrington Park District  
3 Tennis Club Lane  
South Barrington, Illinois 60010  
Fax (847) 381-2824

Date Requested: \_\_\_\_\_

Requested submitted by: \_\_\_\_\_ Email \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person

Name of Requestor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone (optional): \_\_\_\_\_ Email (optional): \_\_\_\_\_

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 documents? \_\_\_\_\_ Yes \_\_\_\_\_ No

Or do you want to review the documents at the Park District? \_\_\_\_\_ Yes \_\_\_\_\_ No

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, if it is requested to do so by the public body. 5 ILCS 140.3.1 (c)*

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 of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6 (c)*