



**WILMETTE PARK DISTRICT
FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM**

Received by: _____ Date Received: _____
FOIA Officer (or his or her designee)

Comply By: _____
Five (5) Business Days

Requester Name: _____ Day Telephone: _____

Address: _____ Email: _____

Records Requested: (Please refer to catalogue)

I request: (Please Check)

- To inspect these records.
- Copies of the following records: _____

(If requesting copies of all records listed above, state "all".) I agree to pay the following copying charges:

- (a) Black and white, letter or legal size copies: There is no charge for providing the initial 50 pages, after which the cost will be \$.15 per page.
- (b) Color or Irregular Sized Copies: The fee for color or irregular sized copies shall be the actual cost incurred by the Park District for reproducing the records.
- (c) Certification of document: The fee for certification of a document shall be \$1.00.
- (d) Records in Electronic Format: The fee charged for producing records in an electronic format shall be the actual cost incurred by the Park District for purchasing the recording medium.

Certified copies of the following records: _____

I agree to pay \$1.00 for each document certified, independent of charge for copying.

Signature of Requester

(FOR PARK DISTRICT OFFICE USE ONLY)

Date Complied with: _____ No. of copies made: _____

Time taken to fill: _____ Cost: _____

Reason for extension (if applicable): _____

FOIA Officer: _____, Wilmette Park District
(or his or her designee)

DATE

TO: Illinois Public Access Counselor
Office of the Illinois Attorney General, Lisa Madigan
100 West Randolph, 12th Floor
Chicago, IL 60601

FOIA NOTICE OF APPEAL

I hereby appeal from the denial by the Wilmette Park District, Illinois, of my request for the production of the following records: (specify records): _____

I believe these records should be produced for the following reason(s): _____

Present date: _____

Date of request: _____

Person responsible for denial: _____

Signed: _____
Requester

Address: _____

Phone: _____

Copy: Wilmette Park District

FOIA Officer: _____



DATE

To: _____

**NOTICE OF EXTENSION OF TIME
(IFOIA)**

On _____, 20__ you filed a written request for the production of the Wilmette Park District records. The Wilmette Park District hereby notifies you that pursuant to Section 3(d) of the "Illinois Freedom of Information Act" the time for production of records is extended for an additional period of five (5) business days.

I. The reason(s) for this extension is (are) as follows:

- The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- The request requires the collection of a substantial number of specified records;
- The request is couched in categorical terms and requires an extensive search for the records responsive to it;
- The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
- The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of the Act or should be revealed only with appropriate deletions;
- There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request;

The request for records cannot be complied within the prescribed time limits without unduly burdening or interfering with the operations of the Wilmette Park District for the following reasons: (Specify)_____

Other (Specify):_____

II. This extension applies to the following records which you requested (describe):

Any records you requested which are not listed above are (will be) available at the Wilmette Park District as required by law.

III. The records will be made available or a denial will be forthcoming by: _____
_____, 20____.

Date: _____

FOIA Officer, Wilmette Park District
(or his or her designee)

**AGREEMENT TO EXTEND TIME LIMITS
FOR FOIA RESPONSE**

FOIA Officer

The undersigned hereby agrees to extend the time for compliance until _____.
[Insert Date]

NOTE: If a requester and the Park District agree to extend the time for compliance, a failure of the Park District to comply with such deadline(s) shall not constitute a denial of the subject request for records.

ACCEPTED AND AGREED TO THIS
_____ DAY OF _____, 20 ____.

Requester's Signature

DATE

TO: Illinois Public Access Counselor
Office of the Illinois Attorney General, Lisa Madigan
100 West Randolph, 12th Floor
Chicago, IL 60601

CC: _____ [Requester]

FOIA NOTICE OF INTENT TO DENY REQUEST FOR RECORDS

On _____, 20____ the Wilmette Park District received the attached FOIA request for records. The FOIA Officer of the Park District hereby notifies you that pursuant to Section 5 ILCS 140/7(1)(c) and/or 5 ILCS 140/7(1)(f) of the "Illinois Freedom of Information Act" the Park District intends to deny access to and/or production of such records. In that regard, we hereby request that the Public Access Counselor review the subject request and provide the Park District's FOIA Officer with an opinion relative to same. Enclosed for your review are the following:

- (1) Copy of the FOIA request for records;
- (2) The proposed response from the Park District; and
- (3) A detailed summary of the Park District's basis for asserting the exemption.

We look forward to receiving your response.

Date: _____

Name, FOIA Officer
Wilmette Park District
1200 Wilmette Avenue
Wilmette, Illinois 60091



DATE

TO: Illinois Public Access Counselor
Office of the Illinois Attorney General, Lisa Madigan
100 West Randolph, 12th Floor
Chicago, IL 60601

To: _____

FOIA DENIAL OR PARTIAL DENIAL OF REQUEST FOR RECORDS

On _____, 20__ you filed a request for records. After reviewing this request, production of the following records is denied: _____

Any records requested which are not denied are available for you to inspect or pick up at the Wilmette Park District, 1200 Wilmette Avenue, Wilmette, Illinois 60091:

I. The reason(s) for this denial is (are) as follows:

- Disclosure of the requested information is specifically prohibited by Federal or State law or rules and regulations implementing Federal or State law [5 ILCS 140/7(1)(a)].
- The information requested is “private information” unless disclosure is required by another provision of the FOI Act, a State or Federal law, or a court order [5 ILCS 140/7(1)(b)]
- The information requested is file(s), document(s), and other data or database(s) maintained by one or more law enforcement agencies and specifically designed to provide information to one or more law enforcement agencies regarding the physical or mental status of one or more individual subjects.[5 ILCS 140/7(1)(b-5)/P.A. 96-0558]
- The document(s) requested relate to personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. “Unwarranted invasion of personal privacy” means the

disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information. The disclosure of information that bears on the public duties of public employees and officials shall not be considered an invasion of personal privacy. [5 ILCS 140/7(1)(c)]

- The document(s) requested are in the possession of the public body and were created in the course of administrative enforcement proceedings, and any law enforcement or correctional agency for law enforcement purposes, and disclosure would do one or more of the following [5 ILCS 140/7(1)(d)]:
 - (i) interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement or correctional agency that is the recipient of the request;
 - (ii) interfere with active administrative enforcement proceedings conducted by the public body that is the recipient of the request;
 - (iii) create a substantial likelihood that a person will be deprived of a fair trial or an impartial hearing;
 - (iv) unavoidably disclose the identity of a confidential source, confidential information furnished only by the confidential source, or persons who file complaints with or provide information to administrative, investigative, law enforcement, or penal agencies; except that the identities of witnesses to traffic accidents, traffic accident reports, and rescue reports shall be provided by agencies of local government except when disclosure would interfere with an active criminal investigation conducted by the agency that is the recipient of the request;
 - (v) disclose unique or specialized investigative techniques other than those generally used and known or disclose internal documents of correctional agencies related to detection, observation or investigation of incidents of crime or misconduct, and disclosure would result in demonstrable harm to the agency or public body that is the recipient of the request;
 - (vi) endanger the life or physical safety of law enforcement personnel or any other person; or
 - (vii) obstruct an ongoing criminal investigation by the agency that is the recipient of the request.
- The document(s) requested are records that relate to or affect the security of correctional institutions and detention facilities [5 ILCS 140/7(1)(e)].
- The document(s) requested are preliminary drafts, notes, recommendation, memoranda and other records in which opinions are expressed, or policies or actions

are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body.[5 ILCS 140/7(1)(f)]

- The document(s) requested would disclose trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and the claim directly applies to the records requested, including all trade secrets and commercial or financial information obtained by a public body, including a public pension fund, from a private equity fund or a privately held company within the investment portfolio of a private equity fund as a result of either investing or evaluating a potential investment of public funds in a private equity fund. This exemption does not apply to the aggregate financial performance information of a private equity fund, nor to the identity of the fund's managers or general partners. This exemption does not apply to the identity of a privately held company within the investment portfolio of a private equity fund, unless the disclosure of the identity of a privately held company may cause competitive harm. Nothing contained in this exempt is to be construed to prevent a person or business from consenting to disclosure. [5 ILCS 140/7(1)(g)].
- The document(s) requested constitute proposals or bids for a contract, grant or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contract or agreement with the body, until an award or final selection is made. Information prepared by or for the body in preparation of a bid solicitation is exempt until an award or final selection is made [5 ILCS 140/7(1)(h)].
- The document(s) requested are valuable formulae, computer geographic systems, designs, drawings or research data obtained or produced by any public body when disclosure could reasonably be expected to produce private gain or public loss. The exemption for "computer geographic systems" does not extend to requests made by news media as defined in Section 2 of the FOIA when the requested information is not otherwise exempt and the only purpose of the request is to access and disseminate information regarding the health, safety, welfare, or legal rights of the general public [5 ILCS 140/7(1)(i)].
- The document(s) requested are architects' plans, engineers' technical submissions, and other construction related technical documents for projects not constructed or developed in whole or in part with public funds and the same for projects constructed or developed with public funds, including but not limited to power generating and distribution stations and other transmission and distribution facilities, water treatment facilities, airport facilities, sport stadiums, convention centers, and all government owned, operated, or occupied buildings, but only to the extent that disclosure would compromise security. [5 ILCS 140/7(1)(k)].

- The document(s) requested are minutes of meetings of public bodies closed to the public as provided in the Open Meetings Act until the public body makes the minutes available to the public under Section 2.06 of the Open Meetings Act [5 ILCS 140/7(1)(l)].
- The document(s) requested constitute or reflect communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies [5 ILCS 140/7(1)(m)].
- The document(s) requested are records relating to a public body's adjudication of employee grievances or disciplinary cases, but this exemption does not extend to the final outcome of cases in which discipline is imposed [5 ILCS 140/7(1)(n)].
- The document(s) requested relate to administrative or technical information associated with automated data processing operations, including but not limited to software, operating protocols, computer program abstracts, file layouts, source listings, object modules, load modules, user guides, documentation pertaining to all logical and physical design of computerized systems, employee manuals, and any other information that, if disclosed, would jeopardize the security of the system or its data or the security of materials under this exemption [5 ILCS 140/7(1)(o)].
- The document(s) requested relate to records relating to collective negotiating matters between public bodies and their employees or representatives, but any final contract or agreement is subject to inspection and copying [5 ILCS 140/7(1)(p)].
- The document(s) requested relate to test questions, scoring keys, and other examination data used to determine the qualifications of an applicant for a license or employment [5 ILCS 140/7(1)(q)].
- The document(s) requested relate to records, documents and information relating to real estate purchase negotiations until those negotiations have been completed or otherwise terminated. With regard to a parcel involved in a pending or actually and reasonably contemplated eminent domain proceeding under the Eminent Domain Act, records, documents and information relating to that parcel are exempt except as may be allowed under discovery rules adopted by the Illinois Supreme Court. The records, documents and information relating to a real estate sale are exempt until a sale is consummated [5 ILCS 140/7(1)(r)].
- The document(s) requested relate to any and all proprietary information and records related to the operation of an intergovernmental risk management association or self-insurance pool or jointly self-administered health and accident cooperative or pool, including any claims, loss or risk management information, records, data, advice or communications [5 ILCS 140/7(1)(s)].

- The document(s) requested relate to information contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of a public body responsible for the regulation or supervision of financial institutions or insurance companies, unless disclosure is otherwise required by State law [5 ILCS 140/7(1)(t)].
- The document(s) requested relate to information that would disclose or might lead to the disclosure of secret or confidential information, codes, algorithms, programs, or private keys intended to be used to create electronic or digital signatures under the Electronic Commerce Security Act [5 ILCS 140/7(1)(u)].
- The document(s) requested relate to vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks upon a community's population or systems, facilities, or installations, the destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of the personnel who implement them or the public. Information under this exemption may include such things as details pertaining to the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations [5 ILCS 140/7(1)(v)].

The document(s) requested relate to maps and other records regarding the location or security of generation, transmission, distribution, storage, gathering, treatment, or switching facilities owned by a utility, by a power generator, or by the Illinois Power Agency [5 ILCS 140/7(1)(x)].

- The document(s) requested relate to information contained in or related to proposals, bids, or negotiations related to electric power procurement under Section 1-75 of the Illinois Power Agency Act and Section 16-111.5 of the Public Utilities Act that is determined to be confidential and proprietary by the Illinois Power Agency or by the Illinois Commerce Commission [5 ILCS 140/7(1)(y)].
- The document(s) requested relate to one or more of the following statutory exemptions to the extent provided for by such specific statute(s):
 - Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act;
 - Information contained in a local emergency energy plan submitted to a municipality in accordance with a local emergency energy plan ordinance that is adopted under Section 11-21.5-5 of the Illinois Municipal Code;
 - Information and data concerning the distribution of surcharge moneys collected and remitted by wireless carriers under the Wireless Emergency Telephone Safety Act; Law enforcement officer identification information or driver identification information compiled by a law enforcement agency or the Department of Transportation under Section 11-212 of the Illinois Vehicle Code;

- Records and information provided to a residential health care facility resident sexual assault and death review team or the Executive Council under the Abuse Prevention Review Team Act;
Information that is prohibited from being disclosed under Section 4 of the Illinois Health and Hazardous Substances Registry Act;
- Security portions of system safety program plans, investigation reports, surveys, schedules, lists, data, or information compiled, collected, or prepared by or for the Regional Transportation Authority under Section 2.11 of the Regional Transportation Authority Act or the St. Clair County Transit District under the Bi-State Transit Safety Act;
- Information prohibited from being disclosed by the Personnel Records Review Act;
- Information prohibited from being disclosed by the Illinois School Student Records Act;
- Information the disclosure of which is restricted under Section 5-108 of the Public Utilities Act. [5 ILCS 140/7.5(f),(i),(j),(k),(l),(o),(p),(q),(r),(s)].

The request is unduly burdensome of the following reasons(s): _____

The Wilmette Park District has no such record(s) within its possession or control.

Detailed factual basis for denial and any additional legal authority, if any: _____

II. The name(s) and title(s) of the person(s) responsible for the denial is (are): _____

III. You have the right to appeal this denial by filing a Notice of Appeal directed to the Illinois Public Access Counselor, whose address is: Illinois Public Access Counselor, Office of the Illinois Attorney General Lisa Madigan, 100 West Randolph, 12th Floor, Chicago, IL 60601

A Notice of Appeal form is attached.

Date: _____, 20__.

FOIA Officer, Wilmette Park District
(or his or her designee)