

## **Requests for Public Records**

Illinois State Statute 5 ILCS 140/1-140/11.5, known as the Freedom of Information Act (FOIA), provides for access to public records. All requests for records can be made in writing to the District's FOIA Officer. A separate form is not required.

When making a request, please indicate:

- the name, address, and daytime phone number or e mail of the person making the request;
- a description of the records or information being sought;
- if the information being sought is for a commercial purpose;
- how you would like the information to be provided to you (e mail regular mail, or held for pick up at our office).

Generally, the first 50 pages of printed black and white copies are provided at no charge; additional copies are \$.15 per sheet.

Allow up to 5 business days for a response.

Address FOIA requests to:

Charles J. Szoke, FOIA Officer

Channahon Park District

24845 W Eames St

Channahon IL 60410

Phone 815 467 7275

Fax 815 467 5677

[cszoke@channahonpark.org](mailto:cszoke@channahonpark.org)