



Freedom of Information Act (FOIA)

The Freedom of Information Act (FOIA) is a pro-disclosure law intended for all citizens to have the right to access public documents of their government.

Under the Illinois Freedom of Information Act (FOIA), all requests must be in writing and directed to the Alsip Park District in one of the following ways:

Drop-off or Mail:

FOIA Agent
Alsip Park District
Apollo Recreation Center
12521 S. Kostner Avenue
Alsip, Illinois 60803

Fax:

708-389-1529
Attn: FOIA Agent

email:

jhuber@alsipparks.org

The statutory period for complying with or denying a FOIA request shall now begin until the request is received by the FOIA Officer. Pursuant to Section 6 of the FOIA, for black and white copies, the first 50 pages are free, and any additional pages will cost 15 cents per page. For color copies or abnormal size copies, the charge will be the actual charge for contracting a vendor to perform the photo copying services.

**ALSIP PARK DISTRICT
REQUEST FOR PUBLIC RECORDS**

TO: FOIA AGENT
Alsip Park District
12521 South Kostner Avenue
Alsip, Illinois 60803

FROM: _____
Address: _____

Phone #: _____
Date: _____

DESCRIPTION OF REQUESTED RECORDS

CHECK ONE: ___ prior to 7-1-84 ___ after 7-1-84

Please indicate if you wish to inspect the above captioned record(s) or wish a copy of them:

___ Inspection ___ Copy ___ Both

FOR OFFICE USE ONLY

Request taken by: _____ Time: _____

Date Received: _____ Date response due: _____ (5 working days)

Notations: Oral communications or other items.