Northfield Park District  
Request for Public Records  
Under the Illinois  
Freedom of Information Act

| Company Name (if applicable or Organization (if any) | Business Phone # |
| Requestor’s Name | Daytime Phone # |
| Address (Street & Number) | Home Phone # |
| City | State | Zip | Email Address |

( ) I would like to inspect these items.  
( ) I would like copies of these items.  
( ) Commercial use.*

Pursuant to the Freedom of Information Act describe in detail the public record you are requesting (Attach additional sheets if necessary)

Please submit your request to:  
FOIA Officer  
Northfield Park District  
401 Wagner Road  
Northfield, IL 60093  
847-446-4428  
847-446-4431 (fax)  
To submit this form electronically, save it to your computer then e-mail it to FOIAOfficer@northfieldparks.org

For Office Use Only:  
Date Request Received: ____________  
Date Response Due: ________________  
Request Forwarded to:  
______________ Date: ________  
Date Response Sent: ________________

The Northfield Park District will disclose public records as required by the Freedom of Information Act. This includes all public documents except those specifically exempt from coverage under the Act. To review a record, please submit your request in writing or fill out this form (Freedom of Information Request). The Northfield Park District has five (5) business days to respond to the request. If a request is denied, the Northfield Park District must send a written notification to the person making the request within five (5) business days giving the reasons for the denial and the names and titles of persons responsible for the denial. If the request is denied, you have the right to appeal to the Public Access Counselor with the Attorney General’s office (PublicAccess@atg.state.il.us). *The District has twenty-one (21) business days to respond to a request for information that is made for a commercial purpose. If you have any questions, please contact the FOIA Officer at (847)446-4428.