

FOIA (Freedom of Information Act)

Submission of Requests for Information and Public Records in accordance with the Freedom of Information Act necessitates a written approach directed to the FOIA Officer. The Wood Dale Park District does not impose a mandatory requirement for the utilization of a standard form in this regard. Your written appeal can be submitted via postal mail, fax, email, or in-person delivery. Should you opt for email correspondence, kindly designate "FOIA" in the subject line to ensure accurate identification of your entreaty.

Your request should clearly outline whether the information is sought for commercial purposes, your preference for either inspecting the records or obtaining copies, and any need for certified copies. It is encouraged to provide a comprehensive and precise delineation of the requested information to facilitate efficient and cost-effective provision.

It's important to recognize that the Freedom of Information Act facilitates access to existing records and copies, rather than mandating the creation of new documents or serving as a platform for inquiries.

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Jon Marquardt, Executive Director (secondary)

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Fees for providing copies of requested information:

- The initial 50 pages of black and white, letter, or legal sized copies will not incur any charges.
- Additional black and white, letter, or legal sized copies will be subject to a fee of 15 cents per page.
- Color, letter, or legal sized copies will be charged at a rate of 50 cents per page.
- Certified documents will be subject to a fee of \$1.00 each.
- Documents such as photographs, plats, maps, and specifications exceeding 8 ½ x 14 in size will be reproduced at the prevailing market rate.
- For voluminous requests of electronic records, as defined by the Freedom of Information Act:
 - Requests involving not more than 20 megabytes of data will incur a fee of \$20.
 - Requests involving more than 2 but less than 4 megabytes of data will incur a fee of \$40.
 - Requests involving more than 4 megabytes of data will incur a fee of \$100.
- In addition to the aforementioned charges, commercial requests will be assessed an extra \$10 per hour (after the initial 8 hours) to cover personnel costs related to searching, retrieving, and reviewing records.
- A waiver for copying fees can be sought, provided that the request includes a detailed explanation demonstrating how the information requested is in the public interest rather than solely personal, justifying a fee waiver.

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List of frequently requested public records. Please note that this compilation is not exhaustive or restrictive in nature:

- Audit Reports
- Approved Minutes of Board and/or Committee Meetings
- Bids for Equipment or Services
- Annual Budget
- Cancelled Checks
- Bank Statements
- Comprehensive Master Plan
- Strategic Plan
- Ordinances and Resolutions
- Intergovernmental Agreements
- Plats of Survey for Parks
- Program Brochures
- Annual Treasurer's Report
- Cash Records
- Check Stubs and Copies of Contracts for Construction Projects
- District Mission and Vision Statement
- Insurance Policies
- Monthly Financial Statements
- Paid Bills and Invoices
- Administrative Policies

To ensure effective communication and timely responses, kindly provide your Name, Address, Phone Number, and/or Email. These details will enable us to address any queries and promptly attend to your request. Please bear in mind that this roster does not encompass all possible documents that may be requested.