

## Appendix D

# FREEDOM OF INFORMATION ACT (FOIA) POLICIES AND PROCEDURES MANUAL OF THE OREGON PARK DISTRICT



**OREGON PARK DISTRICT  
FREEDOM OF INFORMATION ACT MANUAL**

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**OREGON PARK DISTRICT  
COMPLIANCE WITH SECTION 3(g) FOIA  
RULES AND REGULATIONS FOR IMPLEMENTATION  
OF THE ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)**

These Rules and Regulations (“FOIA Rules”) outline procedures, and contain instructions and forms, for orderly compliance with the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* (“FOIA”), by Oregon Park District (the “Park District”) and by persons requesting public records from the Park District (a “Requestor”).

The Park District will respond to all written requests for inspection or copying of public records in accordance with FOIA, these FOIA Rules, and other applicable law. Under FOIA, the Park District must disclose to any Requestor for inspection or copying all requested public records except public records that are exempted from disclosure by the terms of FOIA or other applicable law. Requests falling within any exemption will be denied.

All notices and other communications in connection with a request to inspect, copy, or certify public records under FOIA shall be sent to: FOIA Officer, Oregon Park District, PO Box 237, Oregon, Illinois 60061. The Park District’s telephone number is 815-732-3101.

**I. REQUESTS FOR INSPECTION, COPYING, OR CERTIFICATION OF PUBLIC RECORDS**

**A. Officials Responsible for Responding to Requests**

The District’s FOIA Officer shall be the person administratively responsible for receiving and processing all requests to inspect, copy, or certify public records filed pursuant to the Act and these FOIA Rules.

The FOIA Officer shall be the person with authority on behalf of the Park District to grant or deny requests to inspect or copy public records filed pursuant to the Act and these FOIA Rules and to issue the appropriate notices with respect to such matters.

The FOIA Officer may consult with the Executive Director, President of the Board of Commissioners of the Park District, and the Park District’s Attorney before responding to any request to inspect or copy public records. In the absence of the primary FOIA officer, the District’s alternate FOIA officer will handle all requests to inspect or copy public records.

**B. Request Form**

We strongly suggest, although not require, that all requests to inspect, copy or certify public records be filed with the FOIA Officer in writing on the Request Form attached hereto.

- C. Request Form Submittal  
Competed Request Forms may be filed with the Park District by personal delivery, mail, telefax, or other means available to the public body. Request Forms submitted in person shall be handed to the administrative staff at the Nash Recreation Center lobby. Request forms submitted by mail or other means shall be addressed to the FOIA Officer at the Park District's office and shall be deemed received only upon actual receipt by the FOIA Officer on a Working Day, regardless of date of mailing.
- D. Request Form Processing  
The FOIA Officer shall stamp or mark each Request form with the date and time of receipt.

## II. RESPONSES TO REQUESTS

- A. Time for Response  
The Park District shall respond to written requests for public documents pursuant to FOIA within five Business Days after such Request is received by the FOIA Officer.
- B. Form of Response
1. Disclosure of Public Records
    - (a) If the FOIA Officer determines that the Act requires disclosure of all or any part or portion of any public records requested, the FOIA Officer shall notify the Requestor in writing of such determination.
    - (b) Such notice shall be given by use of FORM 2 attached hereto or a substantially similar writing.
    - (c) Except as otherwise specifically authorized by the FOIA Officer, only Park District personnel shall be permitted to search Park District files, records, or storage areas; to use Park District equipment; or to make copies of Park District public records.
    - (d) Public records may not be removed from the Park District's office at any time.
    - (e) Public records may be inspected, or copies of public records obtained, during Business Hours at the Park District's office.
    - (f) Requestors must make arrangements in advance with the FOIA Officer for an appointment to inspect public records at the Park District's office.
    - (g) The Requestor shall be required to pay all copying (whether done at the Park District Office or sent to an outside copying service), certification, and postage fees in advance of receiving copies of any public records. Electronic records as well as the initial 50 pages of copied records will not carry a charge.
    - (h) Upon inspection or delivery of copies of the requested public

records, the FOIA Officer and the Requestor shall both acknowledge such fact by execution of FORM 3 attached hereto or a substantially similar writing.

2. Extension of Time

- (a) If the FOIA Officer determines that additional time is needed and allowed under the Act to respond to a Request Form, the FOIA Officer shall notify the Requestor in writing of such determination, of the reasons requiring the extension, and of the length of the extension, which shall not in any event exceed five Business Days.
- (b) Such notice shall be given by use of FORM 4 attached hereto or a substantially similar writing.

3. Categorical Requests

- (a) Requests calling for all records falling within a category shall be complied with unless the FOIA Officer determines that compliance with the request would be unduly burdensome, there is no way to narrow the request, and the burden on the Park District outweighs the public interest in the information.
- (b) Before making such a determination, the FOIA Officer shall extend to the Requestor an opportunity to confer and attempt to reduce the request to manageable proportions.
- (c) If, even after such conference, the FOIA Officer determines that compliance with the request would be unduly burdensome, the Requestor shall be notified in writing and shall specify the reasons for the FOIA Officer's determination.
- (d) Such notice shall be given by use of FORM 4 and FORM 5 attached hereto or substantially similar writings, and such notice shall be treated as a denial of the request for information.
- (e) If the Requestor agrees to meet and confer with the FOIA Officer regarding the request, the FOIA Officer shall respond to the Request Form, or to the Request Form as narrowed at such meeting, within five Working Days following the date of the adjournment of such meeting.
- (f) If the Requestor does not agree to meet and confer with the FOIA Officer regarding the request, the FOIA Officer shall deny the request.

4. Denial

- (a) If the FOIA Officer determines that all or any part or portion of any public records requested on a Request Form, or other medium, are not subject to disclosure under FOIA, the FOIA Officer shall notify the Requestor in writing of such



		Initial fifty pages)
2.	Certification	\$1.00 per document (plus copy cost).
3.	Mailing	actual cost.

Where the services of an outside vendor are required to copy any public record, the actual charges of such outside vendor shall be the fees for copying such records, withstanding the fees stated above.

B. Method and Time of Payment

Payment of all required fees must be made in cash, by cashier's or certified check, or by money order prior to the copying, mailing or certification of any public record.

C. Waiver of Fees

The fees provided above may be waived or reduced by the FOIA Officer if the Requestor states the specific purpose of the request on the Request Form and further states that a fee waiver or reduction would be in the public interest. Any request for fee waiver or reduction must be indicated on the Request Form at the time the Request Form is filed.

V. PARK DISTRICT OBLIGATIONS

A. Organizational Description

The FOIA Officer, at least once each fiscal year, shall produce and make available for inspection, copying, and mailing to any person requesting it, a brief description of the Park District. Such description shall include:

- a short summary of the Park District's purpose,
- a block diagram of its functional subdivisions,
- the approximate number of its full and part-time employees,
- the total amount of its operating budget,
- the number and location of each of its offices, and
- the identification and membership of the Board of the Park District and of all of its standing and special committees and other advisory bodies.

B. Index of Public Records

The FOIA Officer shall maintain and make available for inspection and copying a current list of all types or categories of public records under the control of Oregon Park District which were prepared or received by the Park District after July 1, 1984. The list shall be reasonably detailed in order to aid persons in obtaining access to the public records of the Park District.

- C. Records Stored by Electronic Data Processing  
The FOIA Officer shall furnish upon request a description of the manner in which public records of the Park District stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.
- D. Summary of Procedures  
The Park District shall display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested, a brief description of the procedures established by these FOIA guidelines.
- E. Posting and Mailing of Information  
The FOIA Officer shall keep posted at the Park District's office, and shall make available for inspection and copying, and send through the mail to any person making a request therefore, copies of the Organizational Description and the Index of Public Records.
- F. Filing of Notices of Denial  
The FOIA Officer shall retain copies of all Notices of Denial in a single file at the Park District's office that is open to the public and indexed according to the type of exemption asserted and, to the extent such categorization is feasible, the type of records requested.

## **OREGON PARK DISTRICT COMPLIANCE WITH SECTION 4(a) FOIA**

### **DESCRIPTION OF PARK DISTRICT OF OREGON**

The Park District of Oregon is a special district of local government with its own financial and legal responsibilities, established in 1967 for the purpose of providing park and recreational opportunities to residents of the community and public at large. The Park District is an autonomous governmental agency, responsible directly to the people through the election and referendum process. The District receives its operating authority from the Illinois Park District Code, (Illinois Revised Statutes, Chapter 105, Sections 1-13). Through the Code, the Park District is empowered to levy taxes within specific limits, acquire and develop parks, build and operate recreation facilities, and conduct recreation programs.

The Park District of Oregon is governed by 5 elected Park Commissioners, who serve a four-year term without remuneration. It is the responsibility of the Board of Park Commissioners to acquire, develop, maintain, and protect park and recreation areas in Oregon. This is accomplished by the development of policies and ordinances which govern the operation of the Park District and by the

adoption of an operating budget. The Board employs an Executive Director to carry out the policies of the Board.

Regular Board meetings are generally held on the second Tuesday of each month at 7:00p.m. at the Nash Center, 304 S. 5<sup>th</sup> Street, Oregon. Check with the administrative office for details at 815-732-3101.

## **BOARD OF PARK COMMISSIONERS**

President	Steven Pennock
Vice-President	Mark Tremble
Commissioner	Dave Bakener
Commissioner	Robert Pickel
Commissioner	Mike Nelson



***Form FOII  
Oregon Park District  
Request for Public Records***

To: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone Number

From: Freedom of Information Officer  
Oregon Park District  
PO Box 237  
Oregon, IL 61061  
(815)732-3101

Description of Records Requested:

Please indicate if you wish to inspect the above captioned records or wish a copy of them:

\_\_\_\_\_ Inspection      \_\_\_\_\_ Copy      \_\_\_\_\_ Both

Do you wish to have copies certified? \_\_\_\_\_

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For Office Use Only:

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Response Due

Important:      Schedule of Fees on Reverse Side



**Form FOI2**  
**Oregon Park District**  
**Approval of Request for Public Records**

To: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone Number

From: Freedom of Information Officer  
Oregon Park District  
PO Box 237  
Oregon, IL 61061  
(815)732-3101

Description of Records Requested:

Your request dated \_\_\_\_\_ for the above captioned records has been approved:

\_\_\_\_\_ The documents you requested are enclosed.

\_\_\_\_\_ The document will be made available upon payment of copying costs in the amount of \_\_\_\_\_.

\_\_\_\_\_ You may inspect the records at \_\_\_\_\_ on \_\_\_\_\_ date.

\_\_\_\_\_  
Freedom of Information Officer

\_\_\_\_\_  
Date



**Form FOI3  
Oregon Park District  
Denial of Request for Public Records**

To: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone Number

From: Freedom of Information Officer  
Oregon Park District  
PO Box 237  
Oregon, IL 61061  
(815)732-3101

Description of Records Requested:

Your request dated \_\_\_\_\_ for the above captioned records has been denied:

\_\_\_\_\_ The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.

\_\_\_\_\_ The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons:

The individuals who have reached the determination that the records you have requested are to be denied are:

You have the right to appeal the denial of the records you have requested to the Director of the district by submitting a written notice of appeal to:

James Coutts, Executive Director  
Oregon Park District  
PO Box 237, 304 S. Fifth Street  
Oregon, IL 61061

In submitting your notice of appeal, you should include copies of your original request and this denial, and state any reasons why your appeal should be granted.



**Form FOIA**  
**Oregon Park District**  
**Partial Approval of Request for Public Records**

To: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone Number

From: Freedom of Information Officer  
Oregon Park District  
PO Box 237  
Oregon, IL 61061  
(815)732-3101

Description of Records Requested:

Your request dated \_\_\_\_\_ for the above captioned records has been partially approved. Those parts of your request which have been approved:

- \_\_\_\_\_ are enclosed.
- \_\_\_\_\_ will be made available upon payment of copying costs in the amount of \_\_\_\_\_.
- \_\_\_\_\_ may be inspected at \_\_\_\_\_ on \_\_\_\_\_  
Date

The following portions of your request have been denied for the reasons cited:

\_\_\_\_\_  
Freedom of Information Officer

\_\_\_\_\_  
Date



**Form FOI5**  
**Oregon Park District**  
**Deferral of Response to Request for Public Records**

To: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Phone Number

From: Freedom of Information Officer  
Oregon Park District  
PO Box 237  
Oregon, IL 61061  
(815)732-3101

Description of Records Requested:

The response to your request dated \_\_\_\_\_ for the above captioned records must be delayed. The delay in responding to your request is for the following reason(s):

(Provide reason for delay in accordance with Section 3(d) of the FOIA.)

You will be notified by \_\_\_\_\_ as to the action taken on your request.

\_\_\_\_\_  
Freedom of Information Officer

\_\_\_\_\_  
Date