

# REQUEST FOR PUBLIC RECORDS – FOIA Request

*Note to Requestor: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.*

TO: Jackie Tithof Steere or Joe Potts  
FOIA Compliance Officers  
BLOOMINGDALE PARK DISTRICT  
Johnston Recreation Center  
172 S. Circle Avenue  
Bloomington, Ill. 60108  
Phone (630) 529-3650  
Fax (630) 529-9184  
[jackie@bloomingtonparks.org](mailto:jackie@bloomingtonparks.org)  
[joe@bloomingtonparks.org](mailto:joe@bloomingtonparks.org)

REQUEST FROM: \_\_\_\_\_  
(Please Print)  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City/State/Zip (Required): \_\_\_\_\_  
Telephone (Optional): \_\_\_\_\_  
E-mail (Optional): \_\_\_\_\_  
Fax (Optional): \_\_\_\_\_

Date Requested: \_\_\_\_\_

Request Submitted by: \_\_\_\_\_ Email \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person

Description of Records Requested:

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Do you want copies of the documents? \_\_\_\_\_ YES \_\_\_\_\_ NO

Do you want electronic copies or paper copies? \_\_\_\_\_

If you want electronic copies, in what format? \_\_\_\_\_

Is this request for a Commercial Purpose? \_\_\_\_\_ YES \_\_\_\_\_ NO

*(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1 (c).*

Are you requesting a fee waiver? \_\_\_\_\_ YES \_\_\_\_\_ NO

*(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6 (c).*