



## **PROSPECT HEIGHTS PARK DISTRICT**

(847) 394-2848  
Fax (847) 394-7799

**110 W. Camp McDonald Road, Prospect Heights, Illinois 60070**

### **Freedom of Information Act (FOIA)**

The Prospect Heights District will disclose public records as required by the Freedom of Information Act (FOIA). The District can deny a request for records that are specifically exempt from coverage under the Act, including information that would constitute an unwarranted invasion of personal privacy or a compromise of security.

### **FOIA Officer**

The Prospect Heights Park District FOIA Officer is Christina Ferraro, Executive Director. Her responsibilities include receiving information requests from the public and sending responses in compliance with FOIA.

### **Submitting a FOIA Request**

To review a record, a person must submit a request in writing or sent via electronic mail. The requestor must clearly state if the request is going to be used for commercial purposes (for the sale, resale or solicitation or advertisement for sales or services). *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).*

Requests can be submitted via the following means:

Christina Ferraro  
Prospect Heights Park District  
FOIA Request  
110 W. Camp McDonald Road  
Prospect Heights IL, 60070  
[cferraro@phparks.org](mailto:cferraro@phparks.org)  
847.394.7799

Applicants must use the Prospect Heights Park District FOIA Request Form

## **Fees (only applies to hard copies)**

- The first fifty (50) pages are **free**.
- Any page(s) after the first fifty (50) will be \$.15 per page.

## **Response Time for FOIA Requests**

Within five (5) business days after the date the District receives the request the FOIA Officer reviews and responds to the request. Beyond the five business days, the FOIA Officer can extend the response time for no more than five (5) additional business days. Requests made for commercial purposes can be extended for no more than twenty-one (21) additional business days. The time period can only be extended for the following reasons: if the requested information is stored at a different location, requires the collection of a substantial number of documents or an extensive search, has not been located, needs to be reviewed further by staff to determine whether they are exempt from FOIA, cannot be produced without unduly burdening the public body or interfering with its operations or requires the public body to consult with another public body that has substantial interest in the requested subject matter or both parties agree in writing to an extension specifying when the request will be filled.