Palatine 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 and Number)	Home Phone #
City State Zip	E-mail 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:

Kevin R. Romejko - FOIA Officer
Palatine Park District
FOIA Request
Community Center Administrative Office
250 E. Wood Street
Palatine, IL 60067-5358
(847)991-2127 (fax)

To submit this form electronically, save it to your computer then email it to FOIAOfficer@palatineparks.org

For Office Use Only:

Date Request Received: _____

Date Response Due: _____

Request Forwarded to: _____ Date:_____

Date Response Sent: _____

The Palatine 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 Palatine Park District has five (5) business days to respond to the request. If a request is denied, the Palatine 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 Administration Dept. at 847-991-0333.