

Freedom of Information Act

Bourbonnais Township Park District
459 N Kennedy Dr.
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Btpd.org

FOIA Officer: Amanda Langlois

SECTION 1: Executive Assistant/HR, Amanda Langlois, is hereby designated as the FOIA Officer to whom all initial requests for access to the records of the Bourbonnais Township Park District are to be referred. Such requests are to be made at the Perry Farm House at 459 N Kennedy Dr., Bourbonnais IL, between the hours of 9 am and 1 pm, Monday through Friday. In the event that the FOIA Officer is not available during the times described above, the Executive Director will receive all initial requests. Except in instances when records are furnished immediately, the FOIA Officer, or designees, shall receive requests submitted to the Park District under the Freedom of Information Act, ensure that the Park District responds to request in a timely fashion, and issue responses under the Act. The FOIA Officer shall develop a list of documents or categories of records that the Park District shall immediately disclose upon request.

How many days does the public body have to respond to a FOIA request? 5 business days from the day that the public body receives the request. The 5 working day response timeline begins the day after any employee or official of the public body received the request for information. However, that time period may be extended for an additional 5 business days from the date the original due date if:

- *The requested information is stored at a different location
- *The request requires the collection of a substantial number of documents
- *The requested requires an extensive search
- *The requested records have not been located and require additional effort to find
- *The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA
- *The requested records cannot be produced without unduly burdening the public body or interfering with its operations
- *The request requires the public body to consult with another public body that has substantial interest in the subject matter of the request

If additional time is needed, the public body must notify the requestor in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.