



FREEDOM OF INFORMATION ACT (FOIA) POLICIES AND PROCEDURES MANUAL

*The Mission of the Worth Park District is to offer our residents opportunities
to enjoy life through professional, quality programs, services and facilities*

Approved by the Board of Park Commissioners, Worth Park District, June 21, 2017

Amended:

*May 1, 2018
May 1, 2019
May 1, 2020
May 1, 2021
May 1, 2022*

May 1, 2023

**WORTH PARK DISTRICT
FREEDOM OF INFORMATION ACT (FOIA)
POLICIES AND PROCEDURES MANUAL**

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**WORTH PARK DISTRICT
RULES AND REGULATIONS FOR IMPLEMENTATION
OF THE ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)**

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

The Park District will respond to all written requests for inspection or copying of public records in accordance of the Act, these FOIA Guidelines, and other applicable law. Under the Act, the Park District must disclose to any Requestor for inspection or copying all requested public records except public records that are exempt from disclosure by the Act or other applicable law. Requests falling within any of these exemptions may be denied in the sole discretion of the Park District.

All notices and other communications in connection with a request to inspect or copy records under the Act shall be sent to: Robert O’Shaughnessy, Director of Parks and Recreation or designee, Kelly Pezdek, Finance and Human Resources Manager, Worth Park District, 11500 S. Beloit Ave., Worth, IL 60482. The Park District’s main telephone number is 708-448-7080. The Park District has Request Forms available for your use in requesting to inspect or obtain copies of public records, and we strongly encourage you to use these forms for this purpose (see attached FORM 1). Additional Request Forms may be obtained from the Park District and are also available on our website, www.worthparkdistrict.org. The Park District will respond to all written requests to inspect or copy public records within five working days after receipt of the request.

I. INTERPRETATION

A. Conflicts and Invalidity

These FOIA Guidelines do not supersede, nor are they intended to supersede, the provisions of the Act. In the event that these FOIA Guidelines in any way conflict with the Act, the provisions of the Act shall govern and take precedence over these FOIA Guidelines. If any provision of these FOIA Guidelines is deemed illegal or unenforceable, all other provisions and the application thereof shall remain unaffected to the extent permitted by law.

B. Definitions

In addition to the definitions provided in the Act, the following definitions are applicable to these FOIA Guidelines:

1. **Director:** The Director of the Worth Park District or his or her designee.
2. **Business Hours:** 9:00 a.m. to 6:00 p.m. on a working day.
3. **Working Day:** Any day on which the Park District Office is open and staffed for regular public business during Business Hours. Working Days are generally Monday through Friday, except recognized legal holidays.

C. Measure of Time

1. Days: In counting the number of days allowed for any response or decision required to be given by the Park District pursuant to the Act or these FOIA Guidelines, the day on which the request or notice requiring such response or decision was first received shall be included provided such request is received during normal business hours.
2. Supplemental Requests: Supplemental or additional requests to inspect or copy public records shall not relate back to the time of receipt of the initial request. Supplemental or additional requests shall be considered new requests for purposes of determining all applicable time periods.
3. Response Date: All responses and decisions required to be issued by the Park District pursuant to the Act or these FOIA Guidelines shall be conclusively deemed to have been given as of the date of personal delivery to the person or to the residence of the person entitled to such response or decision or, if mailed, as of the date of mailing, regardless of the date of actual receipt by such person. Each such response and decision shall include a verified proof of service evidencing the method by which, and time at which, such response or decision was delivered.

II. REQUESTS FOR INSPECTION OR COPYING OF PUBLIC RECORDS

A. Officials Responsible for Responding to Requests

The Director shall be the person administratively responsible for receiving and processing all requests to inspect or copy public records filed pursuant to the Act and these FOIA Guidelines. The Director shall be the person with authority on behalf of the Park District to respond to such requests, and to issue the appropriate notices with respect to such matters. The Director may consult with the Park District's Attorney before responding to any request to inspect or copy public records.

B. Request Form

All requests to inspect or copy public records must be made in writing to the Director. Requests are to be filed with the Director on the form attached hereto as FORM 1 or on a form substantially similar to FORM 1 approved by the Park District ("Request Form"). Additional Request Forms may be obtained from the Park District and are also available on the Park District's website, www.worthparkdistrict.org. The Park District will respond to all written requests to inspect or copy public records within five (5) working days after receipt of the request.

C. Request Form Submittal

Completed Request Forms may be filed with the Park District by mail, overnight courier service or in person. Request Forms submitted in person shall be handed to the Director at the Park District Office. Request Forms submitted by mail or other means shall be addressed to the Director at the Park District Office and shall be deemed received only upon actual receipt by the Director on a working day, regardless of date of mailing.

D. Request Form Processing

The Director shall stamp or mark each Request Form with the date and time of receipt.

III. RESPONSES TO REQUESTS

A. Time for Response

The Director shall respond to Request Form filed pursuant to Section II of these FOIA Guidelines within five (5) working days after such Request Form is received by the Park District.

Extension of Time

If the Director determines that additional time is needed and allowed under the Act to respond to a Request Form filed pursuant to Section II of these FOIA Guidelines, the Director 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 (5) working days.

B. Form of Response

1. Disclosure of Public Records

- (a) If the Director determines that the Act requires disclosure of all or any part or portion of any public records requested on a Request Form filed pursuant to Section II of these FOIA Guidelines, the Director shall cause those records to be produced for inspection or copying.
- (b) Except as otherwise specifically authorized by the Director, 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.
- (c) Public records may not be removed from the Administrative Offices.
- (d) Public records may be inspected, or copies of public records obtained, during Business Hours at the Administrative Offices.
- (e) Because space is limited, Requestors must make arrangements in advance with the Director for a specific appointment to inspect public records at the Administrative Offices.
- (f) The Requestor shall be required to pay all copying fees in advance of receiving copies of any public records.
- (g) Requests for the reproduction of any public records which are in the form of tape recordings will be honored in accordance with the provisions of the Act and these FOIA Guidelines.
- (h) Upon inspection or delivery of copies of the requested public records the Requestor may be required to acknowledge such fact in writing.

2. Categorical Requests

- (a) Requests calling for all records falling within a category shall be complied with unless the Director determines that compliance with the request would be unduly burdensome, there is no way to narrow the request, and the burden on the District outweighs the public interest in the information.

- (b) Before making such a determination, the Director shall extend to the Requestor in writing an opportunity to confer in an attempt to reduce the request to manageable proportions.
- (c) If the Requestor responds to the Director's written notice within fourteen (14) working days the Director shall respond to the Request Form, or to the Request Form as narrowed, within five (5) working days following the date of the Requestor's response. The Director's response may take any form specified in the Subsection III.B.
- (d) If the Requestor does not respond to the Director's written notice within fourteen (14) Working Days the Director shall deny the request pursuant to Paragraph III. B(3) below.
- (e) Repeated requests for the same records by the same person or on behalf of the same organization or group shall be deemed unduly burdensome.

3. Denial

If the Director determines that all or any part or portion of any public records requested on a Request Form filed pursuant to Section II of these FOIA Guidelines are not subject to disclosure under the Act, the Director shall notify the Requestor in writing of such determination ("Notice of Denial"). The Notice of Denial shall state the reason for the denial and notify the Requestor of the Requestor's right to appeal the Director's denial to the President of the Park Board (the "President").

C. Failure to Respond

If the Director fails to respond to a Request Form properly filed pursuant to Section II of these FOIA Guidelines, the request shall be deemed to be denied as of the last day permitted for such response.

D. No Obligation to Create New Records

Neither the Act nor these FOIA Guidelines create an obligation on the part of the District to maintain or prepare any public record which was not maintained or prepared by the District at the time when the Act became effective.

IV. APPEALS

A. Notice of Appeal

If a Requestor disagrees with a Notice of Denial and wishes to appeal, then such Requestor must file a written notice of appeal with the President ("Notice of Appeal").

B. Action on Appeal

Upon receipt of a Notice of Appeal, the President shall review the public records requested and make a determination as to whether such public records must be disclosed pursuant to the Act. Within five (5) Working Days after the receipt of a Notice of Appeal, the President shall notify the Requestor of such determination. Such notice shall be given in writing, and if access to the requested records is denied, shall state that the Requestor has a right to judicial review of the decision.

- C. Failure to Decide
If the President fails to issue a decision granting or denying an appeal within five (5) Working Days after receipt of a Notice of Appeal, the appeal shall be deemed to be denied as of the last day permitted for issuing such decision.

V. FEES

A. Fees Established

Unless fees are waived or reduced pursuant to Subsection V.C below, each Requestor shall pay the following fees for copying and certification of public records:

1. Copies (8 ½" x 11") No Charge for first 50 pages; \$0.15 per page over 50
2. Copies (Oversize) Actual cost to reproduce
3. Certification \$0.50 per page/document

Where the services of an outside vendor are required to copy any public record, including tape recordings, the actual charges of such outside vendor shall be the fees for copying such records, notwithstanding the fees stated above. Such fees are hereby found to be no more than necessary to reimburse the District for the actual cost of reproducing and certifying public records requested pursuant to the Act and these FOIA Guidelines.

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 or certification of any public record.

C. Waiver of Fees

If the Requestor seeks a waiver or reduction of the fees set forth in Subsection V.A. the Requestor must so state and also state the principal purpose of the request. If the stated purpose of the request is in the public interest, as defined by FOIA, the fees shall be waived or reduced by the Director, as appropriate. Any request for fee waiver or reduction must be indicated on the Request Form at the time the Request Form is filed. The Director may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

VI. PARK DISTRICT OBLIGATIONS

A. Organizational Description (Exhibit A)

The Director shall, at least once each fiscal year, produce and make available for inspection, copying, and mailing to any person requesting it, a brief description of the 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 Park Board and of all of its standing and special committees and other advisory bodies.
- B. Index of Public Records (Exhibit B)
The Director shall maintain and make available for inspection and copying a current list of all types or categories of public records under the control of the District which were prepared or received by the 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 District.
- C. Records Stored by Electronic Data Processing
The Director shall furnish upon request a description of the manner in which public records of the 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 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 Director shall keep posted at the Administrative Offices, 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 prepared pursuant to Subsection VI. A. above and the Index of Public Records prepared pursuant to Subsection VI. B. above.
- F. Filing of Notices of Denial
The Director shall retain copies of all Notices of Denial in a single file at the Administrative Offices 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.

**WORTH PARK DISTRICT
EXHIBIT A
Compliance to Section VI**

DESCRIPTION OF WORTH PARK DISTRICT

The Worth Park District is a special district of local government with its own financial and legal responsibilities, established in 1965 pursuant to state statutes, 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 Park 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 Worth Park District is governed by 5 elected Park Commissioners, who serve a six-year term without remuneration. It is the responsibility of the Board of Park Commissioners (“Park Board”) to acquire, develop, maintain, and protect park and recreation areas in Worth. 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 a Director of Parks and Recreation to carry out the policies of the Park Board.

Regular Park Board meetings are generally held on the third Thursday of each month at 6:30 p.m. at the Charles S. Christensen Terrace Centre, 11500 S. Beloit Ave., Worth. Check with the Park District office for details at 708-448-70800.

BOARD OF PARK COMMISSIONERS

Mike McElroy
Melissa Nagel
Don Dambek
Rebecca Roberts
Kari Lynn Fickes

OPERATING BUDGET

The total operating budget for FY 2023-24 is approximately \$1.6 Million.

OFFICE OF THE PARK DISTRICT

The Work Park District currently has one office:

Charles S. Christensen Terrace Centre
11500 S. Beloit Ave.
Worth, IL 60482
(708) 448-7080

The Terrace Centre contains the Park District’s Administrative Office, meeting rooms, recreation classrooms and gymnasium, garage facility and historical museum.

STAFF

The Park District employs 8 full-time employees and 20-25 additional part-time and seasonal employees, depending upon the season.

**WORTH PARK DISTRICT
EXHIBIT B
COMPLIANCE WITH SECTION VI**

**CATEGORIES OF INFORMATION AVAILABLE
THROUGH THE FREEDOM OF INFORMATION ACT**

The Worth Park District has prepared this list of the categories and types of records under its control pursuant to Section 5 of the Illinois Freedom of Information Act (5 ILCS140/1 *et seq*) (“FOIA”).

Please Note: Nothing contained in this list affects the Park District’s ability to refuse to disclose public records for inspection or copying which are exempt under Section 7 of FOIA.

I. BOARD OF PARK COMMISSIONERS

- A. Matters adopted by action of the Board of Park Commissioners
 - 1. Ordinances
 - 2. Resolutions
 - 3. Policy Statements
 - a. Americans with Disabilities Act
 - b. Blood Borne Pathogens
 - c. Family and Medical Leave
 - d. Risk Management
 - e. Crisis Management
 - f. Hazardous Communication
 - g. Administrative Policy
 - h. Personnel Policy
 - i. Harassment
 - j. Resident/Non-Resident Fees
 - k. Investment
 - l. Employment Policies
 - (1) Equal Employment Opportunities
 - (2) Drug or Alcohol Testing
 - m. Interpretations of Policy adopted by the Park Board
 - n. Other
 - 4. Other Matters
- B. Board Meetings
 - 1. Minutes of meetings open to the public including the name of every official and the final voting in all proceedings.
 - 2. Minutes of meetings closed to the public where the Board has made minutes available to the public under Section 2.06 of the Open Meetings Act.
 - 3. Board Meeting Packets and Agendas.
- C. Board Committee Meetings
 - 1. Minutes of meetings open to the public including the name of every official and the final voting in all proceedings.

- a. Standing Committees
 - b. Special Committees
 - c. Committee of the Whole
 - d. Citizen Advisory Committees
- 2. Minutes of meetings closed to the public where the Board has made minutes available to the public under Section 2.06 of the Open Meetings Act.
- 3. Board Committee Meeting Packets and Agendas.
- D. Board Membership
 - 1. List of names of current Board members
 - 2. Appointment of Vacancies
 - 3. Oath of Office
- E. Elections
 - 1. Candidate Packets
 - 2. Nominating Petitions
 - 3. Referenda
 - 4. Abstract of Votes
 - 5. Certification of Votes
- F. Director's Reports to the Board and/or Committees

II. FINANCIAL RECORDS

- A. Revenue
 - 1. Tax Revenue
 - 2. User Fee Revenues
 - 3. Grants, Donations and Revenue from other sources
- B. Budget and Appropriations
- C. Audit Reports
- D. Treasurer's Reports
- E. Expenditures
 - 1. Voucher Lists
 - 2. Receipt and Disbursement Ledgers and Documentation

III. CONTRACTS

- A. Grants
 - 1. Applications
 - 2. Agreements
- B. Personal Property Purchases
- C. Concessions
- D. Licenses
- E. Maintenance/Service Agreements
- F. Intergovernmental Cooperation Agreements
- G. Professional or Personal Services Agreements
- H. Construction (included under Capital Projects)

IV. FINAL REPORTS, STUDIES OR PUBLICATIONS (“REPORTS”)

- A. Staff Reports
- B. Consultant Reports
- C. Grant Reports

V. REAL AND PERSONAL PROPERTY ASSETS

- A. Real Property
 - 1. Inventory
 - 2. Title
 - 3. Purchase or Sale Documentation
 - 4. Maps, Aerial photographs, surveys
 - 5. Tax exemption matters
 - a. Affidavits and Certificates
 - 6. Leases Park District as Lessor and Lessee
 - 7. Licenses
 - 8. Use Permits
 - 9. Zoning Applications
- B. Fixed Assets & Inventory

VI. CAPITAL PROJECTS

- A. Request for Bid Packages
- B. Specifications
- C. Bid Submissions
- D. Contracts
 - 1. Construction
 - 2. Architectural
 - 3. Engineering
 - 4. Payment Applications and Supporting Documentation

VII. INSURANCE POLICIES AND CERTIFICATES OF INSURANCE

VIII. LISTS OF NAMES, SALARIES, JOB TITLES AND DATES OF SERVICE FOR PARK DISTRICT EMPLOYEES AND OFFICERS

IX. CORRESPONDENCE

X. MEMORANDA

XI. ADMINISTRATIVE MANUALS AND PROCEDURAL RULES AND INSTRUCTIONS TO STAFF

XII. FINAL OPINIONS AND ORDERS RELATING TO ADJUDICATION OF LITIGATION AND SETTLEMENT AGREEMENTS

**WORTH PARK DISTRICT
COOK COUNTY, ILLINOIS**

**REQUESTS FOR PUBLIC RECORDS
INSTRUCTIONS AND INFORMATION**

1. In Section 1, describe in detail the public records that you wish to inspect or to have copied. Use a separate sheet if necessary. Indicate whether you wish only to inspect the public records at the Park District Office or to have the public records copied by checking the appropriate space to the right of each record described.
2. By submitting this Request Form, you are agreeing to pay to the Park District, in advance of receiving copies of any public records, the copying fees set forth in Section II below.
3. If the Requestor seeks a waiver or reduction of the fees set forth in Subsection II.B, the Requestor must so state and also state the principal purpose of the request. If the stated purpose of the request is in the public interest, as defined by FOIA, the fees shall be waived or reduced by the Director. To be considered for such a waiver or reduction, the Requestor must also separately sign the statement set forth in Subsection II. B.
4. You must provide the information requested in Section III.
5. You must sign the statement set forth in Section IV.

The Park District will disclose the public records requested on this Request Form within five (5) working days after the receipt of this Request Form, unless the five-day period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefore. A denial may be appealed to the Park Board President, who will respond to such appeal within five (5) working days after the receipt of the notice of appeal. All appeals must be in writing. If the appeal is denied by the Park Board President, judicial review is available under Section 11 of the Illinois Freedom of Information Act 5 ILCS 140/1 *et seq.* For more detailed information, please consult the Worth Park District, Guidelines for Compliance with the Illinois Freedom of Information Act,” which is available from the Director.

TO: Robert O'Shaughnessy, Director of Parks and Recreation, FOIA Officer
Worth Park District
11500 S. Beloit Ave.
Worth, IL 60482

I. Request for Records

I hereby request the right to inspect or to obtain copies of the following public records of the Park District:

Records Requested	Inspect	Copies
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Agreement to Pay Fees

A. Unless a waiver is requested and approved pursuant to Paragraph B of this Section, I agree to pay the following fees for all public records copied at my request:

- | | |
|--------------------------|---------------------------------------|
| 1. Copies - 8 1/2" x 11" | No Charge for first 50/\$0.15 over 50 |
| 2. Copies - Oversize | Actual Charge to Reproduce |
| 3. Certification | \$0.50 per page/document |

I further acknowledge and agree that, if the services of an outside vendor are required to copy any public record, including tape recordings, I shall pay the actual charge that the Park District incurs in connection with such copying services, notwithstanding the fees stated above.

B. I request a waiver of the fees set forth in Paragraph A of this Section, and, in support of such request, I do hereby state that the principal purpose of my request is:

Signature of Requestor

FORM 1

III. Identification of Requestor

A. Printed name of Requestor: _____

B. Address for Responses, Decisions, and Communications:

C. Telephone Numbers of Requestor: _____

Daytime: _____ Evening: _____

D. Email Address of Requestor: _____

IV. Signature of Requestor

By signing this Request, I acknowledge and represent that I have reviewed and understood the Worth Park District's Guidelines for Compliance with the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

Signature of Requestor

Date

FOR PARK DISTRICT USE ONLY

Received by Worth Park District, Cook County, Illinois

Date: _____ Time: _____

Method of Delivery: Personal Delivery during Business Hours

Personal Delivery after Business Hours

Mail Delivery during Business Hours

Mail Delivery after Business Hours

Park District employee receiving request:

Name: _____ Title: _____

Signature: _____

Park District employee responsible for compiling response:

Name: _____ Title: _____

FORM 1

**WORTH PARK DISTRICT
COOK COUNTY, ILLINOIS
APPROVAL OF REQUEST FOR PUBLIC RECORDS**

DATE: _____

TO: _____

On _____, 20____, the Worth Park District received your written request for the inspection, copying, or certification of certain Park District public records (“Your Request”).

I. Approval of Request

Your Request is hereby approved to the following extent as to the following public records (the “Specified Records”).

_____ The following public records will be made available for your inspection at the Park District’s office as indicated in Section II below:

_____ Subject to payment of any required fees pursuant to Section III below, copies of the following public records will be made available for pick up by you at the Park District’s office as indicated in Section II below:

_____ Subject to payment of any required fees pursuant to Section III below, certified copies of the following public records will be made available for pick up by you at the Park District’s office as indicated in Section II below:

II. Appointment for Inspection or Pick-up
The Specified Records will be made available for inspection or pick-up at:

Worth Park District
11500 S. Beloit Ave.
Worth, IL 60482

You must call the Director of Parks and Recreation at the Park District's office at 708-448 7080 to schedule an appointment for inspection or pick up of the Specified Records. If you do not make an appointment to inspect or pick up the Specified Records on or before the thirtieth Working Day after the date of this notice, then the Specified Records will be re-filed and will be made available to you only upon the filing of a new Request for Records.

III. Copying and Certification Fees

No copies or certified copies of the Specified Records will be provided to you until the following applicable fees have been paid. Fees must be paid in cash, by cashier's or certified check, or by money order.

Regular Copy Cost \$_____ (____ pages at \$0.15 for each copy over 50)

Certification Cost: \$_____ (____ pages at \$0.50 per page)

The following provisions marked with an "x" apply to your request:

____ Your fees have been paid in full.

____ Your request for a fee waiver or reduction has been approved in the following amount: \$_____

____ You have previously deposited the following amount: \$_____

____ A balance is now due in the following amount: \$_____

Dated: _____

WORTH PARK DISTRICT

By: _____
Director of Parks and Recreation or Designate

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

PROOF OF SERVICE

I, _____, being duly sworn on oath state that
on this ____ day of _____, 20____, on or about the hour of
_____ o'clock __.m. I personally delivered or mailed the foregoing document titled
“APPROVAL OF REQUEST FOR PUBLIC RECORDS” (the “Approval”) by:

___ Personally handing the Approval to the person to whom it is addressed.

___ Delivering the Approval to the following address:

which address is believed by me to be the place of location of the person to whom the
Approval is addressed.

___ Placing the Approval in an envelope addressed to the same person and place to whom the
Approval is addressed, and depositing said envelope, with proper postage affixed, in a
United States post office mail box.

Signed: _____

Subscribed and sworn to before me

this ____ day of _____, 20__.

Notary Public

**WORTH PARK DISTRICT
COOK COUNTY, ILLINOIS
ACKNOWLEDGMENT OF INSPECTION
OR RECEIPT OF PUBLIC RECORDS**

To: _____

Pursuant to your request of the inspection, copying or certification of certain Park District public records dated _____, the following public records have been provided to you in accordance with the Illinois Freedom of Information Act:

The Park District has received \$ _____ from you in the form of cash, a cashier's or certified check, or a money order, in payment of all fees related to the aforesaid request.

Dated: _____

WORTH PARK DISTRICT

By: _____
Director of Parks and Recreation or Designate

To be completed by Requestor:

I, _____, hereby acknowledge that I have been provided with the public records listed above on _____. In the event that I have been denied the right to inspect or copy other public records, this acknowledgment shall in no way affect my right to appeal such denial.

Signature of Requestor

**WORTH PARK DISTRICT
NOTICE OF EXTENSION OF TIME TO RESPOND
TO REQUEST FOR PUBLIC RECORDS**

To: _____

On _____, the Worth Park District received your written request for the inspection, copying, or certification of certain Park District public records (“Your Request”).

I. Extension of Time to Respond

Pursuant to Section 3(d) of the Illinois Freedom of Information Act, (5 ILCS 140/3(d)), the Park District hereby notifies you that the time to respond to Your Request is extended for _____ working days as to all records identified in Section II below (the “Specified Records”).

Accordingly, the Park District will respond to Your Request as it relates to the Specified Records on or before _____, a date that is not more than 14 working days after the date on which Your Request was originally received by the Park District.

II. Specified Records

This extension applies to the following public records included in Your Request:

You will receive a separate response from the Park District regarding Your Request as it relates to any public records that are not listed above.

III. Justification for Extension

This extension is necessary because:

- ___ The Specified Records are stored in whole or in part at a location other than the office in charge of the Specified Records.
- ___ Your request requires the collection of a substantial number of Specified Records.
- ___ Your Request is couched in categorical terms and requires an extensive search for responsive records.
- ___ The Specified Records have not been located in the course of routine search and additional efforts are being made to locate them.
- ___ The Specified Records require examination and evaluation by personnel having the necessary expertise and discretion to determine if they are exempt from disclosure under Section 7 of the Illinois Freedom of Information Act, 5 ILCS 140/7, or should be disclosed only with appropriate deletions.
- ___ Your Request requires consultation with another public body or among two or more bodies of the Park District that have a substantial interest in the response to, or the subject matter of, Your Request.
- ___ The Specified Records cannot be produced within the time prescribed by the Act without unduly burdening or interfering with the operations of the Park District because:

Dated: _____

WORTH PARK DISTRICT

By: _____
Director of Parks and Recreation or Designate

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

PROOF OF SERVICE

I, _____, being duly sworn on oath state that on this _____ day of _____, 20____, on or about the hour of _____ o'clock ____.m. I personally delivered or mailed the foregoing document titled

“NOTICE OF EXTENSION OF TIME TO RESPOND TO REQUEST FOR PUBLIC RECORDS” (the “Notice of Extension”) by:

___ Personally handing the Notice of Extension to the person to whom it is addressed.

___ Delivering the Notice of Extension to the following address:

which address is believed by me to be the place of location of the person to whom the Notice of Extension is addressed.

___ Placing the Notice of Extension in an envelope addressed to the same person and place to whom the Approval is addressed, and depositing said envelope, with proper postage affixed, in a United States post office mail box.

Signed: _____

Subscribed and sworn to before me
this ___ day of _____, 20__.

Notary Public

**WORTH PARK DISTRICT
COOK COUNTY, ILLINOIS
NOTICE TO NARROW CATEGORICAL REQUEST**

TO: _____

On _____, 20____, Worth Park District received your written request (“Your Request”) for the inspection, copying, or certification of the following categories of Park District public records (the “Specified Records”):

You are hereby notified that Your Request for the Specified Records has been determined to be unduly burdensome pursuant to Section 3(f) of the Illinois Freedom of Information Act, 5 ILCS 140/3(f), because the burden on the Park District of providing the Specified Records outweighs the public interest in disclosure of the information contained in the Specified Records. Specifically, but without limitation, providing the Specified Records would be unduly burdensome to the Park District in that:

You are hereby extended the opportunity to narrow your request. **If you do not respond to this notice within fourteen (14) working days your request for the Specified Records shall be denied.**

Dated: _____

WORTH PARK DISTRICT

By: _____
Director of Parks and Recreation or Designate

FORM 5

**WORTH PARK DISTRICT
COOK COUNTY, ILLINOIS**

DENIAL OF REQUEST FOR PUBLIC RECORDS

To: _____

On _____, 20____, Worth Park District received your written request for the inspection, copying, or certification of certain Park District public records (“Your Request”).

I. Denial of Request

After review, Your Request is hereby denied as to the following records (the “Specified Records”):

II. Justification for Denial

Your Request is being denied with respect to the Specified Records because the Specified Records are exempt from disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, for the following reason or reasons (§ references are to sections of the Act):

_____ The Park District has no public records responsive to your request. § 1

_____ Your Request, couched in categorical terms, is unduly burdensome because the burden on the Park District of complying with Your Request outweighs the public interest in providing the Specified Records, and efforts to reduce Your Request to manageable proportions have been unsuccessful. § 1, § 3(f)

_____ Your Request is unduly burdensome because you have repeatedly requested the Specified Public Records, which have previously been provided to you on _____. § 3(f)

_____ Disclosure of the Specified Records is prohibited by Federal or State law. § 7(1)(a)

_____ Disclosure of the Specified Records would constitute an invasion of personal privacy. § 1, § 7(1)(b), § 7(1)(c)

FORM 6

- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would interfere with a pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement or correctional agency. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would interfere with pending administrative enforcement proceedings. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would deprive a person of a fair trial or impartial hearing. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would unavoidably disclose the identity of a confidential source or confidential information furnished only by the confidential source. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would disclose unique or specialized investigative techniques other than those generally used and known. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would endanger the life or physical safety of any person. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would obstruct an ongoing criminal investigation. § 7(1)(c)
- _____ The Specified Records are preliminary drafts, notes, recommendations, memoranda, or other records in which opinions are expressed, or policies or actions are formulated, and has not been publicly cited and identified by the President of the Park District. § 7(1)(f)
- _____ The Specified Records contain trade secrets and commercial or financial information obtained from a person or business and the trade secrets or information are proprietary, privileged, or confidential. § 7(1)(g)
- _____ The Specified Records contain trade secrets and commercial or financial information obtained from a person or business and disclosure of the trade secrets or information may cause competitive harm. § 7(1)(g)

- _____ The Specified Records constitute proposals or bids for a contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contractor agreement with the Park District, for which an award or final selection has not been made. § 7(1)(h)
- _____ The Specified Records constitute information prepared by or for the Park District in preparation of a bid selection for which an award or final selection has not been made. § 7(1)(h)
- _____ The Specified Records are valuable formulae, computer geographic systems, designs, drawings or research data and disclosure could reasonably be expected to produce private gain or public loss. § 7(1)(i)
- _____ The Specified Records are examination data used to determine the qualifications of an applicant for a license or employment. § 7(1)(j)
- _____ The Specified Records are architects' plans, engineers' technical submissions, or other construction related technical documents for projects not constructed or developed in whole or in part with public funds. § 7(1)(k)
- _____ The Specified Records are architects' plans, engineers' technical submissions, or other construction related technical documents for projects constructed or developed with public funds and disclosure of the Specified Records would compromise security. § 7(1)(k)
- _____ The Specified Records are minutes of Park District meetings closed to the public as provided in the Open Meetings Act and not made available to the public under Section 2.06 of the Open Meetings Act. § 7(1)(m)
- _____ The Specified Records are communications between the Park District and an attorney or auditor representing the Park District that would not be subject to discovery in litigation. § 7 (1)(n)
- _____ The Specified Records were prepared or compiled by or for the Park District in anticipation of criminal, civil, or administrative proceedings upon the request of an attorney advising the Park District. § 7(1)(n)
- _____ The Specified Records were prepared or compiled with respect to an internal audit of the Park District. § 7(1)(n)
- _____ The Specified Records constitute administrative or technical information associated with automated data processing operations and disclosure would jeopardize the security of the system or its data. § 7(1)(p)

- _____ The Specified Records relate to collective negotiating matters between the Park District and its employees or representatives, and do not constitute a final collective bargaining agreement. § 7(1)(q)
- _____ The Specified Records are drafts, notes, recommendations or memoranda pertaining to the financing and marketing transactions of the Park District § 7(1)(r)
- _____ The Specified Records are records of ownership, registration, transfer, or exchange of municipal debt obligations, or of persons to whom payment with respect to these obligations is made. § 7(1)(r)
- _____ The Specified Records relate to pending negotiations for the purchase or sale of real estate. § 7(1)(s)
- _____ The Specified Records relate to pending or actually and reasonably contemplated eminent domain proceeding and are not subject to discovery pursuant to the rules of the Illinois Supreme Court. § 7(1)(s)
- _____ The Specified Records are proprietary information related to the operation of an intergovernmental risk management association or self-insurance pool or jointly self-administered health and accident cooperative or pool. § 7(1)(t)
- _____ The Specified Records concern an employee disciplinary or grievance proceeding and disclosure would reveal the identity of the employee or information concerning the Park District's adjudication of employee grievances or disciplinary cases, except the final outcome of the cases. § 7 (1)(u)
- _____ The Specified Records relate solely to the internal personnel rules and practices of the Park District § 7(1)(w)
- _____ The Specified Records are manuals or instruction to staff that relate to establishment or collection of liability for any State tax or that relate to investigations by the Park District to determine violation of any criminal law. § 7(1)(z)
- _____ The Specified Records are insurance or self-insurance claims, loss or risk management information, records, data, advice or communications. § 7(1)(bb)
- _____ The Specified Records are exempt from disclosure under the State Officials and Employees Ethics Act. § 7(1)(hh)

_____ The Specified Records are information that would disclose or might lead to the disclosure of secret or confidential information, codes, algorithms, programs, or private keys intended to be used to create electronic or digital signatures under the Electronic Commerce Security Act. § 7(1)(ii)

III. Responsible Official

The Director of Parks and Recreation is the Park District official responsible for this denial.

IV. Notice of the Right to Appeal

You have the right to appeal this denial by filing a Notice of Appeal with the President of the Board of Park Commissioners, Worth Park District, 11500 Beloit Ave., Worth, Illinois 60482.

A Notice of Appeal form is available on request from the Director of Parks and Recreation.

Dated: _____

WORTH PARK DISTRICT

By: _____
Director of Parks and Recreation or Designate

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

PROOF OF SERVICE

I, _____, being duly sworn on oath state that on this ____ day of _____, 20____, on or about the hour of _____ o'clock ____ .m. I personally delivered or mailed the foregoing document titled "DENIAL OF REQUEST FOR PUBLIC RECORDS" (the "Denial") by:

___ Personally handing the Denial to the person to whom it is addressed.

___ Delivering the Denial to the following address:

which address is believed by me to be the place of location of the person to whom the Denial is addressed.

___ Placing the Denial in an envelope addressed to the same person and place to whom the Denial is addressed, and depositing said envelope, with proper postage affixed, in a United States post office mail box.

Signed: _____

Subscribed and sworn to before me
this ____ day of _____, 20 ____.

Notary Public

**WORTH PARK DISTRICT
COOK COUNTY, ILLINOIS**

**NOTICE OF APPEAL OF DENIAL OF
REQUEST FOR PUBLIC RECORDS**

To: President, Board of Park Commissioners
Worth Park District
11500 S. Beloit Ave.
Worth, IL 60482

I. Appeal

I hereby appeal from the _____, 20____, denial of my request from inspection, copying or certification of the following public records:

A copy of my original Request for Public Records is attached to this Notice of Appeal.

II. Basis for Appeal

I believe the records listed above should be made available for inspection and copying because:

III. Identification of Appellant

A. Printed name of Appellant: _____

B. Printed address for decision and other communications:

C. Telephone numbers for Appellant:

Daytime: _____ Evening: _____

FORM 7

IV. Signature of Appellant

By signing this Notice of Appeal, I represent that I have reviewed and understood the Park District Guidelines for Compliance with the Illinois Freedom of Information Act and that all of the information provided in support of this Appeal is true and accurate.

Signature of Appellant

Date

Notice to Appellant:
The President will notify you of the President's decision to grant or deny your appeal within five (5) working days after receipt of this Notice of Appeal.

**WORTH PARK DISTRICT
COOK COUNTY, ILLINOIS**

**DECISION OF REVERSAL ON APPEAL OF
DENIAL OF REQUEST FOR PUBLIC RECORDS
(Total or Partial Reversal)**

To: _____

On _____, I, the President of Worth Park District, received your Notice of Appeal from the Director of Parks and Recreation’s decision (“Your Appeal”) denying your request for the inspection, copying or certification of certain public records (“Your Request”).

I. Reversal of Denial

Your Appeal is hereby allowed and the decision of the Director of Parks and Recreation is hereby reversed. Your Request is hereby granted, to the following extent as to the following public records (the “Specified Records”):

___ The following public records will be made available for your inspection at the Park District’s office as indicated in Section II below:

___ Subject to payment of any required fees pursuant to Section III below, copies of the following public records will be made available for pick up by you at the Park District’s office as indicated in Section II below:

___ Subject to payment of any required fees pursuant to Section III below, certified copies of the following public records will be made available for pick up by you at the Park District’s office as indicated in Section II below:

II. Appointment for Inspection or Pick-up

The Specified Records will be made available for inspection or pick-up at Worth Park District, 11500 S. Beloit Ave., Worth, Illinois 60482.

You must call the Director of Parks and Recreation at the Park District's office 708-448-7080 to schedule an appointment for inspection or pick-up of the Specified Records.

If you do not make an appointment to inspect or pick up the Specified Records on or before the **thirteenth (13)** working day after the date of this notice, the Specified Records will be re-filed and will be made available to you only upon the filing of a new Request for Records.

III. Copying and Certification Fees

No copies or certified copies of the Specified Records will be provided to you until the following applicable fees have been paid. Fees must be paid in cash, by cashier's or certified check, or by money order.

Regular Copy Cost \$_____ (____ pages at \$0.15 for each copy over 50)

Oversize Copy Cost \$_____ (____ actual cost to reproduce)

Certification Cost: \$_____ (____ pages at \$0.50 per page)

The following provisions marked with an "x" apply to your request:

____ Your fees have been paid in full.

____ Your request for a fee waiver or reduction has been approved in the following amount: \$_____

____ You have previously deposited the following amount: \$_____

____ A balance is now due in the following amount: \$_____

Dated: _____

WORTH PARK DISTRICT

By: _____
President, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

PROOF OF SERVICE

I, _____, being duly sworn on oath state that on this _____ day of _____, 20____, on or about the hour of _____ o'clock __.m. I personally delivered or mailed the foregoing document titled "DECISION OF REVERSAL ON APPEAL OF DENIAL OF REQUEST FOR PUBLIC RECORDS" (the "Reversal") by:

___ Personally handing the Reversal to the person to whom it is addressed.

___ Delivering the Reversal to the following address:

which address is believed by me to be the place of location of the person to whom the Reversal is addressed.

___ Placing the Reversal in an envelope addressed to the same person and place to whom the Reversal is addressed, and depositing said envelope, with proper postage affixed, in a United States post office mail box.

Signed: _____

Subscribed and sworn to before me
this _____ day of _____, 20____.

Notary Public

**WORTH PARK DISTRICT
COOK COUNTY, ILLINOIS**

**DECISION OF AFFIRMING ON APPEAL
(in whole or in part)
DENIAL OF REQUEST FOR PUBLIC RECORDS**

Date: _____

To: _____

On _____, I, the President of the Worth Park District, received your Notice of Appeal from the Director's decision ("Your Appeal") denying your request for the inspection, copying or certification of certain public records ("Your Request").

I. Denial Affirmed

Your Appeal is hereby denied and the decision of the Director is hereby Affirmed as to the following public records (the "Specified Records"):

II. Justification of Denial

Your request is being denied with respect to the Specified Records because the Specified Records are exempt from disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, for the following reason or reasons (§ references are to the corresponding sections of the FOIA, 5 ILCS 140/1 *et seq.* sections of the Act):

_____ The Park District has no public records responsive to your request. § 1

_____ Your Request, couched in categorical terms, is unduly burdensome because the burden on the Park District of complying with Your Request outweighs the public interest in providing the Specified Records, and efforts to reduce Your Request to manageable proportions have been unsuccessful. § 1, § 3(f)

_____ Your Request is unduly burdensome because you have repeatedly requested the Specified Public Records, which have previously been provided to you on _____ . § 3(f)

FORM 9

- _____ Disclosure of the Specified Records is prohibited by Federal or State law. § 7(1)(a)
- _____ Disclosure of the Specified Records would constitute an invasion of personal privacy. § 1, § 7(1)(b), § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would interfere with a pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement or correctional agency. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would interfere with pending administrative enforcement proceedings. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would deprive a person of a fair trial or impartial hearing. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would unavoidably disclose the identity of a confidential source or confidential information furnished only by the confidential source. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would disclose unique or specialized investigative techniques other than those generally used and known. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would endanger the life or physical safety of any person. § 7(1)(c)
- _____ The Specified Records were compiled by the Park District for administrative enforcement proceedings or for internal matters and disclosure would obstruct an ongoing criminal investigation. § 7(1)(c)
- _____ The Specified Records are preliminary drafts, notes, recommendations, memoranda, or other records in which opinions are expressed, or policies or actions are formulated, and has not been publicly cited and identified by the President of the Park District. § 7(1)(f)
- _____ The Specified Records contain trade secrets and commercial or financial information obtained from a person or business and the trade secrets or information are proprietary, privileged, or confidential. § 7(1)(g)

- _____ The Specified Records contain trade secrets and commercial or financial information obtained from a person or business and disclosure of the trade secrets or information may cause competitive harm. § 7(1)(g)
- _____ The Specified Records constitute proposals or bids for a contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contractor agreement with the Park District, for which an award or final selection has not been made. § 7(1)(h)
- _____ The Specified Records constitute information prepared by or for the Park District in preparation of a bid selection for which an award or final selection has not been made. § 7(1)(h)
- _____ The Specified Records are valuable formulae, computer geographic systems, designs, drawings or research data and disclosure could reasonably be expected to produce private gain or public loss. § 7(1)(i)
- _____ The Specified Records are examination data used to determine the qualifications of an applicant for a license or employment. § 7(1)(j)
- _____ The Specified Records are architects' plans, engineers' technical submissions, or other construction related technical documents for projects not constructed or developed in whole or in part with public funds. § 7(1)(k)
- _____ The Specified Records are architects' plans, engineers' technical submissions, or other construction related technical documents for projects constructed or developed with public funds and disclosure of the Specified Records would compromise security. § 7(1)(k)
- _____ The Specified Records are minutes of Park District meetings closed to the public as provided in the Open Meetings Act and not made available to the public under Section 2.06 of the Open Meetings Act. § 7(1)(m)
- _____ The Specified Records are communications between the Park District and an attorney or auditor representing the Park District that would not be subject to discovery in litigation. § 7 (1)(n)
- _____ The Specified Records were prepared or compiled by or for the Park District in anticipation of criminal, civil, or administrative proceedings upon the request of an attorney advising the Park District. § 7(1)(n)
- _____ The Specified Records were prepared or compiled with respect to an internal audit of the Park District. § 7(1)(n)

- _____ The Specified Records constitute administrative or technical information associated with automated data processing operations and disclosure would jeopardize the security of the system or its data. § 7(1)(p)
- _____ The Specified Records relate to collective negotiating matters between the Park District and its employees or representatives, and do not constitute a final collective bargaining agreement. § 7(1)(q)
- _____ The Specified Records are drafts, notes, recommendations or memoranda pertaining to the financing and marketing transactions of the Park District § 7(1)(r)
- _____ The Specified Records are records of ownership, registration, transfer, or exchange of municipal debt obligations, or of persons to whom payment with respect to these obligations is made. § 7(1)(r)
- _____ The Specified Records relate to pending negotiations for the purchase or sale of real estate. § 7(1)(s)
- _____ The Specified Records relate to pending or actually and reasonably contemplated eminent domain proceeding and are not subject to discovery pursuant to the rules of the Illinois Supreme Court. § 7(1)(s)
- _____ The Specified Records are proprietary information related to the operation of an intergovernmental risk management association or self-insurance pool or jointly self-administered health and accident cooperative or pool. § 7(1)(t)
- _____ The Specified Records concern an employee disciplinary or grievance proceeding and disclosure would reveal the identity of the employee or information concerning the Park District's adjudication of employee grievances or disciplinary cases, except the final outcome of the cases. § 7 (1)(u)
- _____ The Specified Records relate solely to the internal personnel rules and practices of the Park District § 7(1)(w)
- _____ The Specified Records are manuals or instruction to staff that relate to establishment or collection of liability for any State tax or that relate to investigations by the Park District to determine violation of any criminal law. § 7(1)(z)
- _____ The Specified Records are insurance or self-insurance claims, loss or risk management information, records, data, advice or communications. § 7(1)(bb)
- _____ The Specified Records are exempt from disclosure under the State Officials and Employees Ethics Act. § 7(1)(hh)

_____ The Specified Records are information that would disclose or might lead to the disclosure of secret or confidential information, codes, algorithms, programs, or private keys intended to be used to create electronic or digital signatures under the Electronic Commerce Security Act. § 7(1)(ii)

III. Notice of Right to Judicial Review

Pursuant to Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, you have the right to file suit for injunctive or declaratory relief from this denial by filing suit in the Circuit Court of Cook County, Illinois. The Park District cannot advise or represent you in this matter. You should consult your own legal counsel.

Dated: _____

WORTH PARK DISTRICT

By: _____
President, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

PROOF OF SERVICE

I, _____, being duly sworn on oath state that on this _____ day of _____, 20____, on or about the hour of _____ o'clock __.m. I personally delivered or mailed the foregoing document titled "DECISION AFFIRMING ON APPEAL (in whole or in part) DENIAL OF REQUEST FOR PUBLIC RECORDS" (the "Affirming Decision") by:

___ Personally handing the Affirming Decision to the person to whom it is addressed.

___ Delivering the Affirming Decision to the following address:

which address is believed by me to be the place of location of the person to whom the Affirming Decision is addressed.

___ Placing the Affirming Decision in an envelope addressed to the same person and place to whom the Affirming Decision is addressed, and depositing said envelope, with proper postage affixed, in a United States post office mail box.

Signed: _____

Subscribed and sworn to before me
this _____ day of _____, 20____.

Notary Public