URBANA PARK DISTRICT
FREEDOM OF INFORMATION ACT (FOIA)
REQUEST FOR INFORMATION FORM

Requested by: **Name:** _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____

E-mail address: _____

Information Requested: _____

_____

_____

Please indicate if you wish to inspect the above captioned records or wish a copy of them.

❑ **Inspection** ❑ **Copy** ❑ **Both**

Please indicate if you want a paper copy of the above captioned records or an electronic copy.

❑ **Paper** ❑ **Electronic**

Request received by: _____ **Date:** _____

Request completed by: _____ **Date:** _____

The request should be mailed to: Urbana Park District FOIA Officer, 303 W. University Ave., Urbana, IL, 61801 or click SUBMIT to email directly to our FOIA Officer.

The fees for records are as follows: the first 50 pages of black and white, letter or legal size are without fee, additional pages are 15 cents per page if Park District employee copies records and an additional 10 cents per certificate if the copies are to be certified. If the copies are requested in color, abnormal size or it is a copy of an electronic medium, the fee will be the actual cost of the copies.

Certain records are maintained electronically. If requested, a copy of electronic record or records will be provided in electronic or printed form.