

Any person requesting records of the Homewood-Flossmoor Park District may make such a request in writing either in person or by mail at the Administration Center, 3301 Flossmoor Road, Flossmoor, Illinois.

- 4.24 - Records Executive Directory of Homewood-Flossmoor Park District - Any person requesting records of the Homewood-Flossmoor Park District may make such a request in writing either in person or by mail. See Exhibit A, Request for Public Records. Such request should be made to the Executive Director at the main office located at 3301 Flossmoor Road, Flossmoor, Illinois. If he/she is not present in person, the Administrative Assistant or the Executive Director Secretary will handle the request. If records must be certified, this must be indicated in the request. Requests will only be accepted during regular business hours.

The fees for any such records, if the person requesting the records wished them to be copied, are as follows:

- 20 cents per page 8 1/2 x 11.
- 25 cents per page 8 1/2 x 14.
- \$2.00 to certify copies.

**CHAPTER 4 - General Administration** **4.23**

Exhibit "A"

HOMEWOOD-FLOSSMOOR PARK DISTRICT

REQUEST FOR PUBLIC RECORDS

TO: Homewood-Flossmoor Park District  
3301 Flossmoor Road  
Flossmoor, Illinois 60422

FROM:

Name

Address

DATE: \_\_\_\_\_

Records:

\_\_\_\_\_

\_\_\_\_\_

Phone Number

Signature

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

Inspection

Copy

Both

Do you wish to have copies certified?

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Response Due

\_\_\_\_\_  
Staff/Title

FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS

Type of Duplication

Per Copy Charge

Paper copy from paper original

- 8 1/2" x 11"      \$ .20

- 8 1/2" x 14"      \$ .25

- Certification of Copies    \$2.00

Some records possessed by the Park District are in book or pamphlet form. A charge may be assessed for such materials based upon the cost of such materials incurred by the District.