



**Lemont Park District
Freedom of Information Act Request For Inspection
and/or Copies of Public Records**

All requests to examine and/or copy records of the Lemont Park District (LPD) under the Freedom of Information Act need to be formally submitted in writing on LPD's Freedom of Information Act Request Form – see second page of this document. This form then needs to be submitted to the attention of the Park District's FOIA Officer, Louise Egofske, the Executive Director. The Lemont Park District Freedom of Information Act Request Form is available on our website at www.lemontparkdistrict.org or by contacting a full-time staff member. A written request for specific records received by mail, fax, or email to the attention of the FOIA Officer, Executive Director Louise Egofske, will also be accepted. All requests must include the requester's full name and contact information, including phone number and email (if applicable), as well as a clear description of the records desired.

Copies up to 50 pages of black and white, letter or legal size will be free of charge. Copies in excess of 50 pages will be charged at a rate of \$0.15 per page. The Park District reserves the right to charge the actual cost of reproduction for color or irregular sized copies.

All requests for records should be addressed to:

Louise Egofske, Executive Director and FOIA Officer
16028 127th Street
Lemont, IL 60439

Ph: 630-257-6787

Fax: 630-257-6944

Email: louise-egofske@lemontparkdistrict.org



**Lemont Park District
Freedom of Information Act Request Form**

*Please complete this form in its entirety as requests
will only be granted given the information below is inclusive.*

Date _____

Request Submitted Through: ___ Email ___ U.S. Mail ___ Fax ___ In Person

Requester's Information

Requested By _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

Records Requested

Please list all the details below regarding your request. Be as specific as possible in listing the information about the records in which you are requesting.
