



STREAMWOOD PARK DISTRICT

General Information Manual

Created May 2010
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SECTION 1

Introduction

1.1 Purpose

A park district is a municipal corporation created for the purpose of acquiring and maintaining parks, and is separate and distinct from the city, county or any other body politic. It is an agency through which in part, the people of the state carry on government. It is not purely local in function, for the courts have ruled that park property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the district.

The Streamwood Park District (“District”) was created in 1966 and is committed to enriching the lives of our residents through parks and recreation. Our strategic plan of safety, preservation, diversity, collaboration, accountability, responsibility, ethics and service provide a strong foundation for building a successful future. The District consists of fifty (50) parks and multiple facilities that provide a wide variety of recreational programs, experiences, services and activities for the whole family, such as an indoor pool, athletic fields, disc golf, playgrounds and banquet facilities.

1.2 Mission

Our mission is to provide diverse and responsive recreational opportunities that enhance the quality of the community through our parks, services, employees and volunteers.

1.3 Vision

Our vision is to enrich life with memorable moments through excellence in recreation.

1.4 Core Values

- Safety Safe, wholesome parks and facilities
- Preservation Preserving and celebrating our community’s rich history and environment
- Diversity Recreational and employment opportunities that reflect our commitment to diversity, inclusion, and the changing needs of our community.
- Collaboration Building collaborative relationships with public and private agencies
- Accountability Holding ourselves accountable for continuous improvements by implementing meaningful change through best practices
- Responsibility Providing responsible and proactive stewardship of all of our agency resources (human, financial and environmental)
- Ethics Creating a work environment that is committed to high ethical standards, compassion, integrity, initiative, accountability and innovation
- Service Delivering a service environment of friendliness, respect, fairness, diligence and honesty

SECTION 2

Board and Staff Information

2.1 Board Introduction

The governance of the District is vested in the Streamwood Park District Board (“Board”). The Board constitutes the corporate authority, which is comprised of five (5) duly elected or appointment park district residents. The Board is elected on a nonpartisan, at large basis. Each Board Member (“Commissioner”) is elected to a term of four (4) years. Terms are designated to expire on a staggered system. Commissioners shall serve until their successors are duly elected, qualified and have taken the oath of office.

The Board is responsible, among other things, for passing ordinances, adopting the budget, appointing committees (if applicable) and hiring the District’s Executive Director. Although the Board is empowered to make all decisions affecting the operations of the District, it shall exercise its power by establishing policy and reviewing the implementation of policy by its officers and employees. The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or act or speak for the Board unless specifically authorized to do so by official Board action.

Board members represent all of the residents of the District and should avoid representing special interest groups. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting. Board members should make non-partisan decisions regarding District policies and operations based upon reports, facts and study and not upon personal interest or prejudice.

2.2 Board of Commissioners for 2010

Commissioner’s Name	Title	Responsibility	Term Expires
Adriana Armstrong	President	Personnel Committee Township Liaison	April 2013
Tom Keating	Vice President	Finance Committee Village Liaison	April 2013
Rick Brogan	Commissioner	Policy/Planning & Personnel Committee Sports Affiliate Liaison	April 2013
Rich Janiec	Commissioner	Finance Committee Historical Society Liaison	April 2011
William Wright	Commissioner	Policy/Planning Committee Foundation Liaison	April 2011

2.3 Full-Time Staff

Employee’s Name	Title	Department	Phone Number
Dennis Stein	Executive Director	Administration	(630) 483-3162
Sherri Harry	Finance Manager	Business	(630) 483-3163
Jennifer Hermonson	HR Director	Business	(630) 483-3160
Mary Ohzourk	Marketing/Communications Mgr	Business	(630) 483-3164
Vacant	Banquet Manager	Business	(630) 483-3135
Keith Gorczyca	Superintendent of Parks/Planning	Parks/Maintenance	(630) 483-3161
Stacey Harris	Administrative Assistant	Parks/Maintenance	(630) 483-3167
Mark Bell	Custodial Manager	Parks/Maintenance	(630) 483-3026
Tim Howe	Park Manager	Parks/Maintenance	(630) 483-3330
Steve Meyer	Facility Manager	Parks/Maintenance	(630) 483-3167
Employee’s Name	Title	Department	Phone Number

Matt Benning	Parks Specialist	Parks/Maintenance	(630) 483-3330
Joe Hernandez	Night Custodian	Parks/Maintenance	(630) 483-3026
Dave Sanchez	Parks Specialist	Parks/Maintenance	(630) 483-3330
Mike Severa	Facility Specialist	Parks/Maintenance	(630) 483-3167
Debbie Karner	Superintendent of Recreation	Recreation	(630) 483-3012
Kurt Reckamp	Asst. Superintendent of Recreation	Recreation	(630) 483-3091
Cindy Babicz	Recreation Manager	Recreation	(630) 483-3730
Lauren Jochem	Recreation Manager	Recreation	(630) 483-3132
Jake Larson	Recreation Supervisor	Recreation	(630) 483-3731
Kyle Saros	Aquatic Manager	Recreation	(630) 483-3018
Nancy Thiemann	Fitness Manager	Recreation	(630) 483-3015
John Wilhelm	Recreation Manager	Recreation	(630) 483-3090

2.4 Additional Staff

The District also employs approximately 140 part-time and seasonal employees.

Note: See Appendix A for the organizational chart.

SECTION 3

Operating Budget, Parks and Facilities

3.1 Operating Budget

The total annual operating budget for the fiscal year of the District beginning May 1, 2010 and ending April 30, 2011 was adopted on May 11, 2010. The following sums of money in the total amount of \$9,677,677.00 or so much thereof as may be authorized by law, and appropriated for the Corporate, Recreational and other purposes of the District for its said fiscal year.

3.2 Parks

Anniversary Park 164 La Salle Road Streamwood, IL 60107	Aquarius Park 81 Linda Lane Streamwood, IL 60107	Autumn Chase Park 205 Merryoaks Road Streamwood, IL 60107
Bartlett Park 917 South Bartlett Road Streamwood, IL 60107	Berkley Park 315 Berkley Place Streamwood, IL 60107	Brookstone Park 132 Brookstone Court Streamwood, IL 60107
Buchanan Park 40 Buchanan Lane Streamwood, IL 60107	Buckingham Woods 722 Blue Ridge Drive Streamwood, IL 60107	Buckingham Woods 928 Blue Ridge Drive Streamwood, IL 60107
Bucksin Park 132 Bucksin Lane Streamwood, IL 60107	Butterfly Park 1010 Woodland Heights Blvd Streamwood, IL 60107	Canton Middle School 1100 Sunset Circle Streamwood, IL 60107
Challenger Park North 501 Wellington Drive Streamwood, IL 60107	Challenger Park South 500 East Shag Bark Lane Streamwood, IL 60107	Columbia 7 126 Rosewood Drive Streamwood, IL 60107
Countryside Park 108 South Bartlett Road Streamwood, IL 60107	Creekside Park 695 Madison Drive Streamwood, IL 60107	Dolphin Park 880 South Park Blvd Streamwood, IL 60107
Forest Ridge Park 16 Black Hill Drive Streamwood, IL 60107	Friendship USA Park 510 Newberry Drive Streamwood, IL 60107	Glenbrook Park 124 W Green Meadows Pkwy Streamwood, IL 60107
Grow Park 107 Grow Lane Streamwood, IL 60107	Hoosier Grove Park 700 West Irving Park Road Streamwood, IL 60107	Jaycee Park 621 Deerfield Drive Streamwood, IL 60107
Jefferson Park 320 W Streamwood Blvd Streamwood, IL 60107	Kiddie Corner Park 1560 McKool Ave Streamwood, IL 60107	Kollar Park 555 E Irving Park Road Streamwood, IL 60107
Lacy Park 735 Stowell Ave Streamwood, IL 60107	Little Creek Park 30 White Fence Trail Streamwood, IL 60107	Marquette Woods Park 2 Cranberry Court Streamwood, IL 60107
Meadows Park	Moraine Woods Park	Oak Ridge Park

439 East Avenue
Streamwood, IL 60107

11 Moraine Drive
Streamwood, IL 60107

1014 Oak Ridge Drive
Streamwood, IL 60107

Oakwood Park
3000 Club Tree Drive
Streamwood, IL 60107

Rahlfs Woods Park
1300 South Park Ave
Streamwood, IL 60107

Ridge Park
18 Ridge Circle
Streamwood, IL 60107

Shady Oaks Park
777 South Bartlett Road
Streamwood, IL 60107

Southwicke Park
15 Southwicke Drive
Streamwood, IL 60107

Sullivan Park
112 Nettle Lane
Streamwood, IL 60107

Sunnydale Park
821 Sunnydale Blvd
Streamwood, IL 60107

Sunny Hill Park
1400 West Irving Park Road
Streamwood, IL 60107

Surrey Woods Park
560 Ascot Lane
Streamwood, IL 60107

Teft Middle School
1100 Shirley Avenue
Streamwood, IL 60107

Veteran's Park
415 Hillside Drive
Streamwood, IL 60107

Vine Park
1007 Vine Street
Streamwood, IL 60107

Walnut Park
208 Walnut Drive
Streamwood, IL 60107

Waterton Park
2 Waterton Drive
Streamwood, IL 60107

Woodland Park
549 Ridge Circle
Streamwood, IL 60107

3.3 Facilities

Administration Building
777 South Bartlett Road
Streamwood, IL 60107

Community Center
777 South Bartlett Road
Streamwood, IL 60107

Hoosier Grove Barn
700 West Irving Park Road
Streamwood, IL 60107

Park Place
500 South Park Boulevard
Streamwood, IL 60107

SECTION 4

FOIA (Freedom of Information Act) Information

4.1 FOIA Officers

Sherri Harry
Financial Manager
Administration Building
777 South Bartlett Road
Streamwood, IL 60107
Ph: (630) 483-3163
sharry@streamwoodparkdistrict.org

Jennifer Hermonson
Human Resources Director
Administration Building
777 South Bartlett Road
Streamwood, IL 60107
Ph: (630) 483-3160
jhermonson@streamwoodparkdistrict.org

Administration Office Hours:
Monday through Friday: 8:30 a.m. – 4:30 p.m.
Saturday and Sunday: Closed

Note: All FOIA requests must go through the Human Resources Director or the Finance Manager’s office at the Administration Building.

4.2 Requests for Public Records

Each public body shall make available to any person for inspection or copying all public records, except as otherwise provided in Section 7 of this Act. Notwithstanding any other law, a public body may not grant to any person or entity, whether by contract, license, or otherwise, the exclusive right to access and disseminate any public record as defined in the Act (5 ILCS 140/3).

Subject to the fee provisions of Section 6 of FOIA, each public body shall promptly provide, to any person who submits a request, a copy of any public record required to be disclosed by the subsection (a) of Section 3 and shall certify such copy if so requested.

Requests for inspection or copying of public records shall be made in writing and directed to the Streamwood Park District. Written requests may be submitted to a public body via personal delivery, mail, email, telefax or other means available to the District. The public body may honor oral requests for inspection or copying. A public body may not require that a request, except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver. All requests for inspection and copying received by a public body shall immediately be forwarded to its FOIA officer or designee.

4.3 Requests for Commercial Purposes

“Commercial purpose” means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale or solicitation or advertisement for sales or academic organizations shall not be considered to be made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a “commercial purpose” when the principal purpose of the request is:

- i. to access and disseminate information concerning news and current or passing events,

- ii. for articles of opinion or features of interest to the public, or
- iii. for the purpose of academic, scientific, or public research or education.

A public body shall respond to a request for records to be used for a commercial purpose within twenty-one (21) working days after receipt. The response shall:

- i. provide to the requestor an estimate of the fees to be charged, which the public body may require the person to pay in full before copying the requested documents;
- ii. deny the request pursuant to one or more of the exemption set out in the FOIA;
- iii. notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or
- iv. provide the records requested (5 ILCS 140/3.1)

Unless the records are exempt from disclosure, a public body shall comply with a request within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.

It is a violation of the FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.

4.4 Other Information Requests

For information or questions related to program dates and times, brochure questions, instructor questions, program registrations and payment, the individual should call or visit Park Place in the lobby and the front counter and/or registration department can gather the information, answer the question or direct the individual to the right person and/or department.

Park Place
550 South Park Boulevard
Streamwood, IL 60107
Ph: (630) 327-7275 (PARK)

Park Place Front Counter Hours:
Monday through Friday: 5:30 a.m. to 10:00 p.m.
Saturday and Sunday: 7:30 a.m. to 8:00 p.m.

Registration Office Hours:
Monday through Friday: 8:30 a.m. – 4:30 p.m.
Saturday: 8:30 a.m. – 4:30 p.m.
Sunday: Closed

4.5 Fee Schedule for Public Records

When a person requests a copy of a record maintained in an electric format, the District shall furnish it in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the District shall furnish it in the format in which it is maintained by the District.

4.51 Paper Format

The fee schedule for duplication of public records is as follows:

- The first fifty (50) pages for black and white, letter or legal-sized copies shall be provided free of charge.

- The charge for any additional black and white, letter or legal-sized pages shall be \$.15 per page.

4.52 Other Paper Sizes/Finishes

The charge for copies in color, or in a size other than letter or legal, will be the District’s actual cost for reproducing said colored or oversized records. Currently the cost is as follows:

- Ledger-size copies; black and white only (11” x 17”): \$.25 per page
- Letter-size color copies: \$.25 per page
- Legal-size color copies: \$.25 per page
- Plat copies up to 36” x 48” black and white only (Needs a min. of two (2) business days notice) Actual cost of duplicating from FedEx/Kinko’s (approximately \$15.00 per sheet)
- Plat copies up to 60” x 60” (Needs a min. two (2) business days notice) Actual cost of duplicating from FedEx/Kinko’s (approximately \$200.00 per sheet)

4.53 Recorded Format

The charge for recorded formats on computer disks or audio tapes will be at the District’s actual cost of said disk or tape.

4.54 Certification/Notarizing Documents

The charge for certifying or notarizing records shall be \$1.00 per item, which is **IN ADDITION** to the copying fee.

4.55 Inspection of Records

There will be no fees charged for the visual inspection of records.

4.6 Categories of Records Available

4.61 Definitions, as used in the FOIA (Section 2):

- **“Public body”** means all legislative, executive, administrative, or advisory bodies of the State, state universities and colleges, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees, or commissions of the State of Illinois, any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees thereof, and a School Finance Authority created under Article 1 E of the School Cote. "Public body" does not include a child death review team or the Illinois Child Death Review Teams Executive Council established under the Child Death Review Team Act.
- **“Person”** means any individual, corporation, partnership, firm, organization or association, acting individually or as a group.
- **“Public records”** means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body.
- **“Private information”** means unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home addresses and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person.

- **“Commercial purpose”** means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or academic organizations shall not be considered to be made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is:
 - i. to access and disseminate information concerning news and current or passing events,
 - ii. for articles of opinion or features of interest to the public, or
 - iii. for the purpose of academic, scientific, or public research or education.
- **“Copying”** means the reproduction of any public record by means of any photographic, electronic, mechanical or other process, device or means now known or hereafter developed and available to the public body.
- **“Head of the public body”** means the president, mayor, chairman, presiding officer, director, superintendent, manager, supervisor or individual otherwise holding primary executive and administrative authority for the public body, or such person's duly authorized designee.
- **“News media”** means a newspaper or other periodical issued at regular intervals whether in print or electronic format, a news service whether in print or electronic format, a radio station, a television station, a television network, a community antenna television service, or a person or corporation engaged in making newsreels or other motion picture news for public showing.

4.62 Information Available Through the FOIA

- All records in the custody or possession of a public body are presumed to be open to inspection or copying. Any public body that asserts that a record is exempt from disclosure has the burden of proving by clear and convincing evidence that it is exempt.
- Records of funds. All records relating to the obligation, receipt and use of public funds of the State, units of local government, and school districts are public records subject to inspection and copying by the public.
- Payrolls. Certified payroll records submitted to a public body under Section 5(a) (2) of the Prevailing Wage Act are public records subject to inspection and copying in accordance with the provisions of the FOI Act, except that contractors' employee' addresses, telephone numbers and social security numbers must be redacted prior to disclosure.
- Settlement agreements. All settlement agreements entered into by or on behalf of a public body are public records subject to inspection and copying by the public, provided that information exempt from disclosure under Section 7 of the FOI Act may be redacted.

4.63 Examples of Information Available Through the FOIA

- Administrative Manuals
- Annual Treasurer's Receipts and Disbursement Reports
- Application for Use of Park District Facilities/Equipment
- Bids for Equipment or Services
- Canceled Checks, Bank Statements, Deposit Slips
- Cash Receipts
- Cash Receipts Control
- Check Stubs and Copies
- Class Lists
- Class Registrations
- Contracts for Construction Projects
- Credit Memoranda

- Employee Manuals
- General Ledger and Journals
- Insurance Policies
- Insurance Waivers
- Minutes of Board Meetings
- Minutes of Committee Meetings
- Miscellaneous Correspondence
- Monthly Financial Statements
- Ordinances
- Outside Audit Reports
- Paid Bills and Invoices
- Permission Slips
- Plats of Survey for Parks
- Policies
- Procedures
- Program Brochures
- Resolutions
- Safety Manuals
- Time Sheets

Note: The above list is merely a listing of the most commonly requested documents. It is not to be construed as exhaustive or limiting.

4.7 Exemptions

There are a number of exemptions from inspection and copying provided through Section 7 of the FOI Act. The following list contains some of the more significant exemptions:

1. When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under Section 7 of the FOI Act, but also contains information that is not exempt from disclosure, the public body may elect to redact the information that is exempt. The public body shall make the remaining information available for inspection and copying. Subject to this requirement, the following shall be exempt from inspection and copying:
 - a. Information specifically prohibited from disclosure by federal or State law or rules and regulations implementing federal or State law.
 - b. Private information, unless disclosure is required by another provision of the FOI Act, a State or federal law or a court order.
 - c. Personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. "Unwarranted invasion of personal privacy" means the disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information. The disclosure of information that bears on the public duties of public employees and officials shall not be considered an invasion of personal privacy.
 - d. Records in the possession of any public body created in the course of administrative enforcement proceedings, and any law enforcement or correctional agency for law enforcement purposes, but only to the extent that disclosure would:
 - i. Interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement or correctional agency that is the recipient of the request;

- ii. Interfere with active administrative enforcement proceedings conducted by the public body that is the recipient of the request;
 - iii. Create a substantial likelihood that a person will be deprived of a fair trial or an impartial hearing;
 - iv. Unavoidably disclose the identity of a confidential source, confidential information furnished only by the confidential source, or persons who file complaints with or provide information to administrative, investigative, law enforcement, or penal agencies; except that the identities of witnesses to traffic accidents, traffic accident reports, and rescue reports shall be provided by agencies of local government, except when disclosure would interfere with an active criminal investigation conducted by the agency that is the recipient of the request;
 - v. Disclose unique or specialized investigative techniques other than those generally used and known or disclose internal documents of correctional agencies related to detection, observation or investigation of incidents of crime or misconduct, and disclosure would result in demonstrable harm to the agency or public body that is the recipient of the request;
 - vi. Endanger the life or physical safety of law enforcement personnel or any other person; or
 - vii. Obstruct an ongoing criminal investigation by the agency that is the recipient of the request.
- e. Records that relate to or affect the security of correctional institutions and detention facilities.
 - f. Preliminary drafts, notes, recommendations, memoranda and any other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body. The exemption provided in this paragraph extends to all those records of officers and agencies of the General Assembly that pertain to the preparation of legislative documents.
 - g. All trade secrets and commercial or financial information obtained by a public body, including a public pension fund, from a private equity fund or a privately held company within the investment portfolio of a private equity fund as a result of either investing or evaluating a potential investment of public funds in a private equity fund. The exemption contained in this item does not apply to the aggregate financial performance information of a private equity fund, nor to the identity of the fund's managers or general partners. The exemption contained in this item does not apply to the identity of a privately held company within the investment portfolio of a private equity fund, unless the disclosure of the identity of a privately held company may cause competitive harm. Nothing contained in this paragraph shall be construed to prevent a person or business from consenting to disclosure.
 - h. Proposals and bids for any 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 body, until an award of final selection is made. Information prepared by or for the body in preparation of a bid solicitation shall be exempt until an award or final selection is made.
 - i. Valuable formulae, computer geographic systems, designs, drawings and research data obtained or produced by any public body when disclosure could reasonably be expected to produce private gain or public loss. The exemption for "computer geographic system" provided in this paragraph does not extend to requests made by news media as defined in Section 2 of the FOI Act when the requested information is not otherwise exempt and the only purpose of the request is to access and disseminate information regarding the health, safety, welfare, or legal rights of the general public.
 - j. Architects' plans, and engineers' technical submissions, and other construction related technical documents for projects not constructed or developed with public funds, including but not limited to power generating and distribution stations and facilities, airport facilities, or

- k. Minutes of meetings of public bodies closed to the public as provided in the Open Meetings Act, until the public body make the minutes available to the public under Section 2.06 of the Open Meetings Act.
 - l. Communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.
 - m. Records relating to a public body's adjudication of employee grievances or disciplinary cases; however, this exemption shall not extend to the final outcome of cases in which discipline is imposed.
 - n. Administrative or technical information associated with automated data processing operations, including but not limited to software, operating protocols, computer program abstracts, file layouts, source listings, object modules, load modules, user guides, documentation pertaining to all logical and physical design of computerized systems, employee manuals, and any other information that, if disclosed, would jeopardize the security of the system or its data or the security of materials exempt under this Section.
 - o. Records relating to collective negotiating matters between public bodies and their employees or representatives, except that any final contract or agreement shall be subject to inspection and copying.
 - p. The records, documents and information relating to real estate purchase negotiations until those negotiations have been completed or otherwise terminated. With regard to a parcel involved in a pending or actually and reasonably contemplated eminent domain proceeding under the Eminent Domain Act, records, documents and information relating to that parcel shall be exempt except as may be allowed under discovery rules adopted by the Illinois Supreme Court. The records, documents and information relating to a real estate sale shall be exempt until a sale is consummated.
 - q. Any and all proprietary information and records related to the operation of an intergovernmental risk management association or self-insurance pool or jointly self-administered health and accident cooperative or pool. Insurance or self-insurance (including any intergovernmental risk management association or self-insurance pool) claims, loss or risk management information, records, data, advice or communications.
 - r. Information contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of a public body responsible for the regulation or supervision of financial institutions or insurance companies, unless disclosure is otherwise required by State law.
 - s. Vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks upon a community's population or systems, facilities, or installations, the destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of the personnel who implement the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations.
2. A public record that is not in the possession of a public body but is in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the public body, and that directly relates to the governmental function and is not otherwise exempt under the FOI Act, shall be considered a public record of the public body, for purposes of the Act.
 3. This Section does not authorize withholding of information or limit the availability of records to

4. Statutory Exemptions. To the extent provided for by the statutes referenced in the FOI Act, certain other documents shall be exempt from inspection and copying.

4.8 Timeframe for Responding to FOIA Requests

1. Each public body shall, promptly, either comply with or deny a request for public records within five (5) business days after its receipt of the request, unless the time for response is properly extended under subsection Section 3 (e) of the Act. Denial shall be in writing as provided in Section 9 of the Act. Failure to comply with a written request, extend the time for response, or deny a request within five (5) business days after its receipt shall be considered a denial of the request. A public body that fails to respond to a request within the requisite periods in Section 3 but thereafter provides the requester with copies of the requested public records may not impose a fee for such copies. A public body that fails to respond to a request received may not treat the request as unduly burdensome under subsection (g) of Section 3.
2. The time for response under Section 3 may be extended by the public body for not more than five (5) business days from the original due date for any of the following reasons:
 - a. The requested records are stored in whole or in part at other locations than the office having charge of the requested records.
 - b. The request requires the collection of a substantial number of specified records;
 - c. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
 - d. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
 - e. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of the Act or should be revealed only with appropriate deletions;
 - f. The request for records cannot be complied with by the public body within the time limits prescribed by paragraph three (3) under "Request for Public Records" above without unduly burdening or interfering with the operations of the public body;
 - g. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.
3. The person making a request and the public body may agree in writing to extend the time for compliance for a period to be determined by the parties. If the requester and the public body agree to extend the period for compliance, a failure by the public body to comply with any previous deadlines shall not be treated as a denial of the request for the records.
4. When additional time is required for any of the above reasons, the public body shall, within five (5) business days after receipt of the request, notify the person making the request of the reasons for the extension and the date by which the response will be forthcoming. Failure to respond within the time permitted for extension shall be considered a denial of the request. A public body that fails to respond to a request within the time permitted for extension but thereafter provides the requester with copies of the requested public records may not impose a fee for those copies. A public body that requests an extension and subsequently fails to respond to the request may not treat the request as unduly burdensome under subsection 5 below.
5. Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the complying public body and there is no way to narrow the request and the burden on the public body outweighs the public interest in the information. Before invoking this exemption, the public body shall extend to the person making the request an opportunity to confer with it in an attempt to reduce the request to manageable proportions. If any public body responds to a categorical request by stating that compliance would unduly burden its operation and the conditions described above are met, it

shall do so in writing, specifying the reasons why it would be unduly burdensome and the extent to which compliance will so burden the operations of the public body. Such a response shall be treated as a denial of the request for information. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under the FOI Act shall be deemed unduly burdensome under this provision.

6. Each public body may promulgate rules and regulations in conformity with the provisions of Section 3 pertaining to the availability of records and procedures to be followed, including:
The times and places where such records will be made available;
The persons from whom such records may be obtained.
7. The time periods for compliance or denial of a request to inspect or copy records set out in Section 3 shall not apply to requests for records made for a commercial purpose. Such requests shall be subject to the provisions of Section 3.1 of the FOI Act.

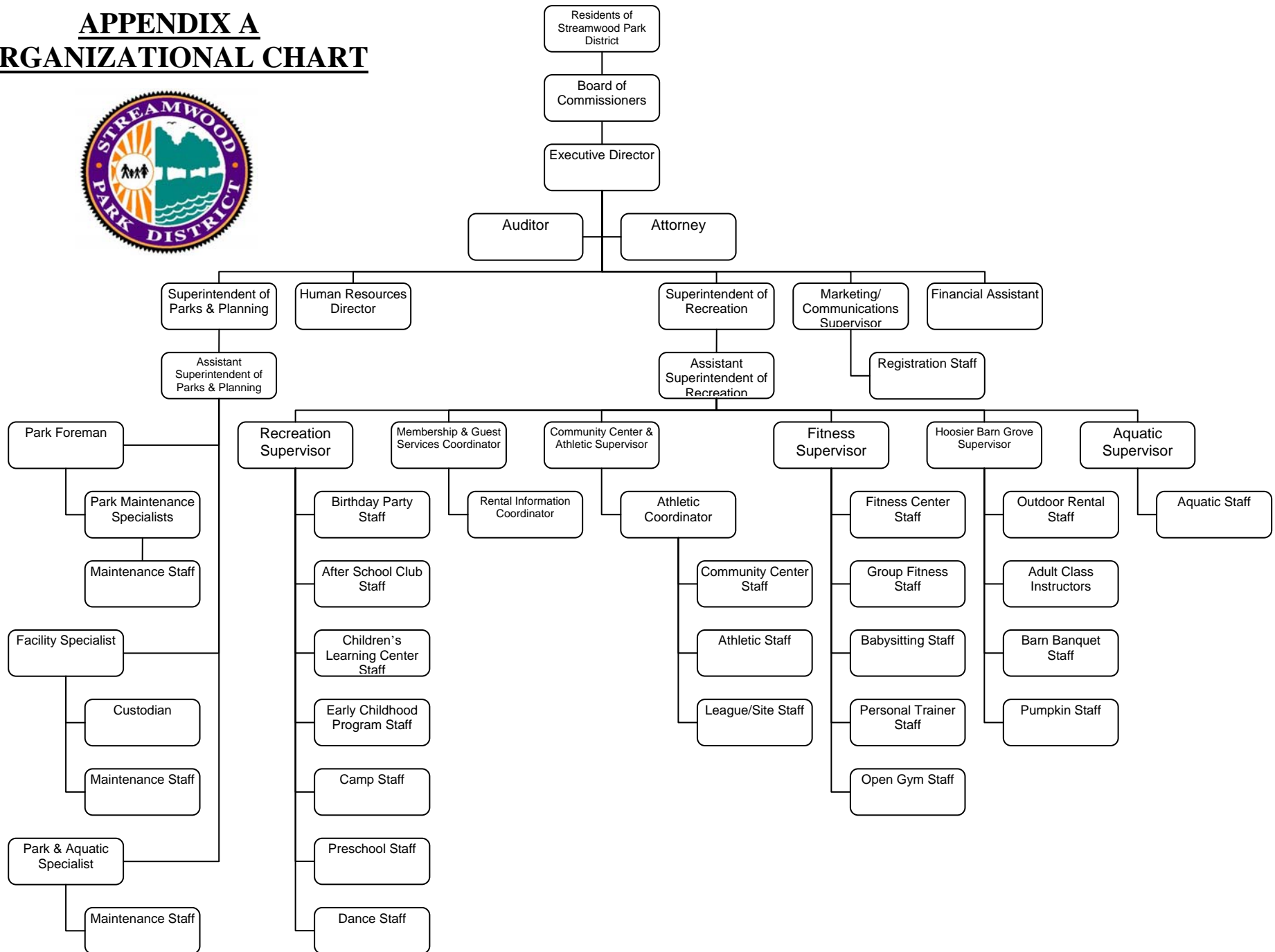
4.9 Forms for Requesting Public Records

The following forms shall be used in compliance with the language within the Freedom of Information Act (FOI):

1. Request for Public Records Form
2. Approval of Request for Public Records Form
3. Partial Approval of Request for Public Records Form
4. Deferral of Response to Request for Public Records Form
5. Denial of Request for Public Records Form

Note: Please see pages 16 through 20 for all forms (Appendix B through Appendix F)

APPENDIX A ORGANIZATIONAL CHART



APPENDIX D
PARTIAL APPROVAL OF REQUEST FOR PUBLIC RECORDS FORM

Sent To:

Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ E-mail (If applicable): _____

Sent From:

Sherrri or Jennifer
Administration Building
777 South Bartlett Road
Streamwood, IL 60107
Ph: (630) 483-3163/3160
Fax: (630) 372-7284

Description of Records Requested:

Your request dated: _____ for the above-captioned records has been approved:

_____ The documents you requested are enclosed.

_____ The documents will be made available to you upon payment of copying costs in the amount of \$_____.

_____ You may inspect the records at _____ on the date of _____.

The following portions of your request have been denied for the reasons cited:

Requested Information:

Reasons Denied:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



For Office Purposes Only:

Date Received: _____ Date Response Due: _____ Date Responded: _____

APPENDIX E
DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS FORM

Sent To:

Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ E-mail (If applicable): _____

Sent From:

Sherry or Jennifer
Administration Building
777 South Bartlett Road
Streamwood, IL 60107
Ph: (630) 483-3163/3160
Fax: (630) 372-7284

Description of Records Requested:

The response to your requested dated _____ for the above-captioned records must be delayed. The delay in responding to your request is for the following reason(s) in accordance with Section 3 of the FOIA:

You will be notified by the date of _____ as to the action taken on your request.

For Office Purposes Only:

Date Received: _____ Date Response Due: _____ Date Responded: _____

**APPENDIX F
DENIAL OF REQUEST FOR PUBLIC RECORDS FORM**

Sent To:

Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ E-mail (If applicable): _____

Sent From:

Sherrri or Jennifer
Administration Building
777 South Bartlett Road
Streamwood, IL 60107
Ph: (630) 483-3163/3160
Fax: (630) 372-7284

Description of Records Requested:

Your request dated: _____ for the above-captioned records has been denied because:

_____ The request creates an undue burden on the public body in accordance with Section 3 of the Freedom of Information Act, and we were unable to negotiate a more reasonable request.

_____ The materials requested are exempt under Section 7 of the Freedom of Information Act for the following reasons:

The following individuals who have reached the determination that the records you have requested are to be denied are:

Name: _____ Title: _____

Name: _____ Title: _____



For Office Purposes Only:

Date Received: _____ Date Response Due: _____ Date Responded: _____