



**Under the Freedom of Information Act**

Company/Organization Name (if applicable)

Business Phone

Requestor's Name

Daytime Phone

Address

Home Phone

City, State, Zip

Email Address

I would like to inspect these items       I would like copies of these items       Commercial Use

Pursuant to the Freedom of Information Act, describe in detail the public record you are requesting (attach additional sheets if necessary).

**Submit request to:**

Shannon Elsey, FOIA Officer  
Oakbrook Terrace Park District  
15325 Ardmore Ave.  
Oakbrook Terrace, IL 60181  
shannon@obtpd.org (Email)

**For office use**

Request Received: \_\_\_\_\_

Response Due: \_\_\_\_\_

Response Sent: \_\_\_\_\_

The Oakbrook Terrace Park District will disclose public records as required by the Freedom of Information Act. This includes all public documents except those specifically exempt from coverage under the Act. To review a record, submit your request in writing or complete this form. The Oakbrook Terrace Park District has 5 days to respond to the request. If a request is denied, the Oakbrook Terrace Park District must send written notification to the person making the request within business days, giving the reasons for the denial and the names and titles of persons responsible for the denial. If the request is denied, you have the right to appeal to the Public Access Counselor with the Attorney General's office ([www.ag.state.il.us](http://www.ag.state.il.us)). The District has 21 days to respond to request for information that is made for a commercial purpose. If you have any questions, contact Shannon Elsey at 630-627-6100.