



737 W. Exchange St.  
Crete, Illinois 60417  
(708) 672-6969  
[www.cretepark.com](http://www.cretepark.com)

## FOIA Request Form

The Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning trade secrets or personal privacy).

The Crete Park District complies with the intent and spirit of the Freedom of Information Act (FOIA). The Freedom of Information Act (FOIA) is the principal Illinois statutory enactment governing the inspection of public records.

The FOIA provides access to all "agency records", except those which are specifically exempted within the Act. Exemptions are listed in Section 7 of the FOIA. Further, the FOIA permits "any person" to request access to agency records.

The FOIA states that official requests be responded to within five (5) working days. However, the FOIA Officer may request an extension if the information requested will take longer to assemble. Also, the District may charge a minimal fee for reproduction of materials.

The Freedom of Information Act Officer is responsible for all requests. FOIA Officers:

Janel Geary, CPRP  
Superintendent of Recreation  
[jgeary@cretepark.com](mailto:jgeary@cretepark.com)

Patricia Wiater  
Finance Assistant  
[pwiaier@cretepark.com](mailto:pwiaier@cretepark.com)

FOIA Requests must be submitted in writing. The Crete Park District will not accept Oral FOIA requests.

Please do not use this form for questions related to programs, special events, or anything else that does not pertain to the specific questions listed below. For other questions, please call our office at 708.672.6969.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

The request is in regard to: (circle those that apply)

Rules  
Policy Information  
Reports & Studies

Public Contracts  
Titles & Salaries of Public  
Employees

Records  
Other

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