

Procedures for FOIA Requests

The following procedure is to be followed when gathering and organizing information for a FOIA request.

FOIA Requests

The Park District of Oak Park has designated the Executive Assistant as the FOIA Representative.

- The FOIA Representative is required annually to take and pass the Attorney General's FOIA exam found at <https://foia.ilattorneygeneral.net>.
- The FOIA Representative will follow the Illinois Attorney General's regulations in answering and/or denying any FOIAs in the required time table.
- The Park District will have FOIA information listed on their website along with the FOIA request form.
- In the absence of the Executive Assistant, a substitute must be named to be responsible for any FOIA requests that may be submitted during that time.