

# **METAMORA PARK DISTRICT**

## **FREEDOM OF INFORMATION ACT**

### **POLICIES AND PROCEDURES**

- **A summary of purpose of the entity:**

The purpose of the Metamora Park District is to provide quality park services to its citizens such as swimming pools, athletic fields, parks for other outdoor activities, park repair and construction.

- **A block diagram giving the entity's functional subdivisions:**

The functional subdivisions are:

Board of Park Commissioners

-Pool

-Parks

- **The total amount of the entity's operating budget:**

\$201,638

- **The number and location of all the entity's separate offices:**

Park Main Office – 717 West Mt.Vernon Street, Metamora, IL 61548

Pool – 116 N. Douglas Street, Metamora, IL 61548

Black Partridge Park – Coal Bank Road, Metamora, IL 61548

Lincoln Douglas Park – County Road 900E, Metamora, IL 61548

Schupp Park – South Prairie Street, Metamora, IL 61548

Brighton Park – Corner of Knollaire Drive and Park, Metamora, IL 61548

- **The approximate number of all full-time and part-time employees:**

0 Full Time Employees; 3 Part Time Employees; 36 seasonal/part-time employees (pool, camps, and maintenance)

- **The identification and membership of any municipal board, commission, committee or council:**

Board of Park Commissioners:

Sarah Buss, Kerry Brock, Dawn Deeb, Allen Eckhoff, Michelle Spielman, Mike Staub, and Eric Stone.

- **A description of the methods by which the public may request information and public records:**

Form of Request: Records requests must be made in writing and be directed to any employee of the District. All employees are hereby directed to immediately deliver such request to the applicable Freedom of Information Officer and copy the District's attorney.

The written request (writing is required) may be submitted in person, by mail, by telefax, or by email. The municipality has a suggested optional form to use for records requests, but it does not require that a standard form be used.

- **A directory of the municipal FOIA officers:**

The Freedom of Information Act Officer (FOIA officer) for all departments, committees, commissions, sub-committees, or boards, is hereby declared to be:

\_\_\_\_\_, and the contact information for that officer is:  
P.O. Box 633, Metamora, IL 61548.

- **Any fees for records under FOIA:**

Fees: For black and white, letter or legal sized copies, the first 50 pages are free, and the charges for additional pages may not exceed 15 cents per page. For color or abnormal sized copies, the entity may charge the actual cost of copying. Charges for electronic copies are limited to the actual cost of the recording medium (tape, CD, Disk, etc.). The entity may not charge more than \$1 for certifying a record.

Procedures for Denial: When denying a request, the entity must notify the requester in writing. The denial notice must contain:

- ~The reasons for the denial, including a detailed factual basis for any exemption claimed
- ~A citation to supporting legal authority for any exemption claimed
- ~A notice that the requester has a right to a review of the denial by the Public Access Counselor, including contact information of the Public Access Counselor
- ~A notice that the requester has a right to judicial review under the Act

FOIA Officer Duties: The FOIA officer must do all of the following upon receiving a request:

- ~Note the date upon which the entity received the written request
- ~Compute the day on which the period for response will expire and note that date on the written request
- ~Maintain an electronic or paper copy of a written request – along with all documents submitted with the request – until the records have been disclosed or the request has been denied
- ~Create a file for the retention of the original request, a copy of the response, a record of written communications with the requester; and a copy of other communications.