



## **Dissemination of Information as Required by the Illinois Freedom of Information Act (5 ILCS 140/4)**

- I. A brief description of the Forest Preserve District of DuPage County, Illinois, hereinafter called the District, is as follows:
  - A. Purposes: The purposes of the District are set forth in the Downstate Forest Preserve District Act (70 ILCS 805/5 et seq.)

The mission of the Forest Preserve District of DuPage County is to acquire and hold lands containing forests, prairies, wetlands, and associated plant communities or lands capable of being restored to such natural conditions for the purpose of protecting and preserving the flora, fauna, and scenic beauty for the education, pleasure, and recreation of its citizens.
  - B. Functional Subdivisions: A block diagram of the functional subdivisions of the District is attached as Exhibit A.
  - C. Budget: The total amount of the fiscal year 2020 operating budget of the District is \$38, 025,203.
  - D. Offices: The administrative offices of the District are located at 3S580 Naperville Road, Wheaton, IL 60189. The District's main phone number is (630) 933-7200.
  - E. Employees: The District employs approximately 268 full-time and 34 part-time employees.
  - F. Board and Committees: The identification and membership of any board, commission, committee, or council that operates in an advisory capacity relative to the operation of the District or that exercises control over its policies or procedures or to which the District is required to report and be answerable to for its operations are as follows:
    1. The governing board is the seven-member Board of Commissioners which consists of the following members:

Daniel Hebreard, President  
Marsha Murphy, Addison, District 1  
Jeffrey Redick, Elmhurst, District 2  
Linda Painter, Hinsdale, District 3  
Tim Whelan, Wheaton, District 4  
Mary Lou Wehrli, Naperville, District 5  
Al Murphy, West Chicago, District 6

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2. The officers of the District are as follows:

President	Daniel Hebreard
Secretary	Judith Malahy
Deputy Secretary	Edward Stevenson
Assistant Secretaries	Chrissy Dawson, Francie Sheahan
Treasurer	Tim Whelan
Deputy Treasurer	Jack Hogan
FOIA Officer	Jordan Countryman
Deputy FOIA Officers	Chrissy Dawson, Judith Malahy, Francie Sheahan

3. Recommendations to the governing board are made by such special and ad hoc Committees as appointed by the President and approved by the Board of Commissioners. At present, there is an Ethics Commission.

Ethics Commission

Al Gorski  
Marium Khan  
Jay Mitchell  
Joseph Loss, Ethics Advisor

4. The Executive Director is Edward Stevenson.

5. The Freedom of Information Officer is Jordan Countryman.

II. Procedure for Requesting Information and Public Records:

A. Any person may obtain public records for inspection or copying in accordance with the provisions of the Illinois Freedom of Information Act (FOIA). FOIA Requests can be submitted online through the Transparency Portal on the District website: [www.dupageforest.org](http://www.dupageforest.org). Alternately, a completed Public Records Examination Request form (Exhibit B) or a written request may be submitted to the Freedom of Information Officer of the District:

Jordan Countryman  
Freedom of Information Officer  
Forest Preserve District of DuPage County  
P.O. Box 5000  
Wheaton, IL 60189  
E-Mail: [foia@dupageforest.org](mailto:foia@dupageforest.org)  
Phone: (630)933-7090  
Fax: (630)933-7093

The requested records will be supplied within five working days after receipt of the request as required by the Illinois Freedom of Information Act. Under certain

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conditions permitted by law, the District may extend this time limit. In the event that the request for public records cannot be fulfilled, a written denial will be sent to the person making the request within five working days after receipt of the request or ten working days in case of an extension, specifying the reasons for the denial. This denial notice will also include information of the right to review by the Public Access Counselor or judicial review.

B. Fees Charged for Copies of Records: There is no charge for the first 50 pages of black-and-white, letter- or legal-sized copies. Additional copies are 15 cents per page. For color or oversized copies, the actual cost of reproducing the records will be charged. Records that must be custom copied by an outside service are available at the cost of reproduction. The cost of a CD or DVD for electronic records is \$0.78. The cost for certifying a record shall be \$1.00 per document.

C. Forms: The Public Records Examination Request form is attached hereto as Exhibit B. It is also available on the District's website: [www.dupageforest.org](http://www.dupageforest.org)

III. Categories of Records Maintained by the District (5 ILCS 140/5): the categories of records under the control of the District include the following:

- |                             |                             |
|-----------------------------|-----------------------------|
| Accident Reports            | Investment Records          |
| Accounts Payable            | Inventories                 |
| Administrative manuals      | Land Acquisition Records    |
| Agendas                     | Landfill Records            |
| Agreements                  | Law Enforcement Records     |
| Annual Appropriation Ord.   | Legislation Files           |
| Audit Reports               | Licenses                    |
| Bid Documents               | Litigation Records          |
| Brochures                   | Maps                        |
| Budget Book                 | Meeting Dates Resolution    |
| Contracts                   | Meeting Notices             |
| Correspondence              | Minutes                     |
| Conservationist Newsletter  | Nature Center Files         |
| Data Processing Records     | Newsletters                 |
| Easements                   | Off-Leash Dog Permits       |
| Employee Handbook           | Ordinances & Resolutions    |
| Employee Names & Salaries   | Payment Vouchers            |
| Employee Titles             | Payroll Records             |
| Employment Dates            | Permits                     |
| Equipment Maintenance       | Personnel Files             |
| Expenditures                | Photographs                 |
| Fixed Assets Records        | Plans & Specifications      |
| Grant files                 | Policies                    |
| Incident Reports            | Preserve Statistics/History |
| Insurance Claims & Policies | Press Releases              |
| Inventories                 | Procedures                  |

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Program Descriptions/  
Schedules  
Project Files  
Proposals and Bids  
Public Hearing Minutes  
Purchase Orders  
Recordings  
Reports  
Safety Records

Scripts  
Studies  
Surveys  
Vehicle Maintenance Records  
Volunteer  
Opportunities/Statistics  
Wildlife Rehabilitation  
Records

Pursuant to Section 3.5 of the Illinois Freedom of Information Act (5 ILCS 140/3.5), the following records will be immediately disclosed upon request:

Agendas (last 2 years)  
Approved Open Session Minutes (last 2 years)  
Ordinances (last 2 years)  
Resolutions (last 2 years)

**FOREST PRESERVE DISTRICT OF DuPAGE COUNTY**  
**November 7, 2017**

